



**Esafety check list based on the SWLG 360 degree safe tool**

<b>Elements of E safety in place</b>	<b>Person responsible</b>	<b>Status</b>
<b>Policy and leadership</b>		
All Company Directors are part of the E safety group, with a clear brief that represents the different visitors to the farm. All Directors are aware of policies & procedures, however, designated Directors carry day to day delivery of said E safety.	All Directors Mr Andrew Taylor Mrs Gillian Taylor	
A designated E Safety Coordinator / Officer has clear responsibilities. These include leadership of the E-Safety Group, staff training and awareness	Mr Andrew Taylor	
Designated persons are responsible for handling incidents and sensitive issues.	Mrs Gillian Taylor & Mr Andrew Taylor	
All Directors and staff, including volunteers know that they are responsible for E safety.	All Directors All staff	
A named Director is responsible for E safety.	Mr Andrew Taylor	
All Directors and staff understand their responsibilities in terms of E safety and contribute to E safety policy and practice.	All Directors & All staff including volunteers	
The E safety Policy is regularly reviewed and amended where appropriate .	Mr Andrew Taylor	
All Directors and staff sign an Acceptable Use Agreement .	Mr Andrew Taylor	
Visitors sign up to an AUA at an appropriate level.	Mrs Gillian Taylor	
Visiting group leaders sign up to support the individuals in their group.	Mrs Gillian Taylor	
The Company has an ICT Security Policy.	Mr Andrew Taylor	
The Company has a Data Protection Breach Procedure.	Mr Andrew Taylor	
The Company has a Data Protection Policy.	Mr Andrew Taylor	
The Company has a Social Media Policy	Mr Andrew Taylor	
The Company is registered with the Information Commissioner's Office.	Mrs Gillian Taylor	
The Company has a clear guidance for responding to suspected or actual illegal/inappropriate misuse of ICT by adult users. ICT Security Policy.	Mr Andrew Taylor	
Esafety is reflected in other policies and self review processes as appropriate.	Mr Andrew Taylor	



Signed permission is sought from visitors for using communication technology and the internet.	Mrs Gillian Taylor	
Signed permission is sought from group leaders for taking/using young peoples images and video and publishing online.	Mrs Gillian Taylor	
All staff including volunteers sign for responsible and safe use of ICT equipment and resources.	All staff	
Visitors sign a responsible use agreement at an appropriate level.	Mrs Gillian Taylor	
Sanctions for misuse of E safety are clear and linked to the acceptable AUA.	All visitors & Group Leaders	
There are clear systems for reporting E safety concerns and inappropriate use of technology. Data Protection Breach Procedure.	All staff	
The Company has a policy relating to the use of mobile devices including mobile phone use. ICT Security Policy.	All staff	
The Company has a policy relating to the use of social media. Social Media Policy.	All staff	
The Company's policy on taking and publishing images and video is shared with Group Leaders.	Mrs Gillian Taylor	
Permission for taking and using images and video of visitors is sought from group leaders.	Mrs Gillian Taylor	
E safety information is included on the Company website.	Mr Andrew Taylor	
The Company has a policy around using technology for communication. Acceptable Use Agreement.	Mr Andrew Taylor	
<b>Infrastructure</b>		
The Company has a password policy, ensuring that passwords are secure	Mr Andrew Taylor	
Passwords for visitors are age appropriate and encourage increasing awareness of password security	Mr Andrew Taylor	
Staff have secure passwords for the Company network. and MIS	Mr Andrew Taylor	
Filtering, virus control and network security complies with national standards	Mr Andrew Taylor	
The register of assets is up to date.	Mr Andrew Taylor	
A register of software licences and online subscription is maintained.	Mr Andrew Taylor	
<b>Education</b>		
Staff are trained in the handling personal and confidential data.	Mr Andrew Taylor	
A planned programme of E safety education is in place.	Mr Andrew Taylor	



Visitors are encouraged to share their knowledge.	Mrs Gillian Taylor	
The Company provides opportunities for Group Leaders to receive information and education about E safety.	Mrs Gillian Taylor	
The school has a planned programme of E safety for ALL staff in place.	Mr Andrew Taylor	
At least one member of staff has a higher level of training in E safety matters.	Mr Andrew Taylor	
The nominated E Safety Director has received E safety training.	All Directors	
Company Directors have received E safety training.	Mr Andrew Taylor	
The Company provides opportunities for members of its wider community to gain information and understanding about E safety.	Mr Andrew Taylor Mrs Gillian Taylor	
Monitoring of E safety incidents takes place and records are kept, as part of the Company's normal monitoring and recording processes.	Mrs Gillian Taylor	
<b>Standards and inspection</b>		
The impact of the E safety policy and practice is evaluated.	All Directors	
A plan of action for E safety that reflects the Company's evaluation process is regularly reviewed.	All Directors	