

Beaver Road Primary School

School Website

| Date | Review Date | Coordinator | Nominated Governor |
|--------------|--------------|-------------|---------------------------|
| January 2017 | January 2018 | Roy Garratt | Deputy Chair of Governors |

We believe this policy relates to the following legislation:

- Education Act 1996
- School Standards and Framework Act 1998
- Education Act 2002
- Education Act 2005
- Education and Inspections Act 2006

The following documentation is also related to this policy:

- Framework for School Inspection (Ofsted)
- Inspecting e-Safety in Schools: Briefing for Section 5 Inspections (Ofsted)

We believe the School website is an effective and efficient way of promoting the School and communicating with parents, School personnel, governors, pupils and with the wider community. The School website gives up to date School information with clear information for all stakeholders.

As a self-improving School we are always looking to introduce and use new innovations that will raise standards in teaching and pupil learning. Therefore, we believe that an effective website is a vehicle for achieving this.

The Headteacher, School Leadership Team, Governors and Website coordinator have the duty to ensure all statutory information is provided on the School website, that content is controlled and monitored, and that safeguarding procedures are in place for the safety of all children and other users.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a School community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To promote the School.
- To communicate with parents, School personnel, governors, pupils and with the wider community.
- To ensure all statutory information is provided.
- To assist in the raising of standards in teaching and pupil learning.
- To ensure safeguarding procedures are in place for the safety of all children and other users.
- To share good practice within the School and with schools in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all School personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the School complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- make effective use of relevant research and information to improve this policy;
- nominated a link governor to visit the School regularly, to liaise with the Headteacher and the Website Coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher and Senior Leadership Team

The Headteacher and the Senior Leadership Team will:

- ensure all School personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and administrator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;

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- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The Coordinator will:

- lead the development of this policy throughout the School;
- work closely with the Headteacher and the School website committee;
- be in charge of the day to day maintenance of the School website by:
 - ensuring safeguarding procedures for children and other users are in place and functioning
 - uploading new material that is accurate and current
 - checking for spelling and grammatical errors
 - ensuring copyright controls are not breached
 - ensuring links are working
 - dealing with the host server
 - maintaining the School website budget
- attending appropriate training;
- provide guidance and support to all staff;
- providing awareness training for all staff on induction and when the need arises regarding;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the Coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the School is aware of this policy;
- attend training related to this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- be aware of all other linked policies;
- provide material when necessary in order to update the site;
- implement the School's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- use the website to improve their learning;
- use the website to gain relevant current information
- liaise with the School Council to improve the website;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- discussing improvements to the website;
- discussing improvements to this policy during the School year;
- organising surveys to gauge the thoughts of all pupils;
- helping to review the effectiveness of this policy with the Governing Body

Role of Parents and Carers

Parents and Carers will:

- be aware of and comply with this policy;
- use the website to gain relevant current information
- work in partnership with the School;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the School;
- support the School's expectations of good behaviour to ensure smooth running of the School

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events
- meetings with School personnel
- communications with home such as newsletters
- reports such as reports to the Governing Body
- information displays

Training

All School personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
 - Making use of the School website
 - School policies published on the school website
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this School. (See Initial Equality Impact Assessment)

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

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Links

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| ▪ Acceptable Internet Use | ▪ Administration of Medicines |
| ▪ Admissions | ▪ Anti-bullying |
| ▪ Attendance and Absence | ▪ Charging and Remissions |
| ▪ Communication | ▪ Complaint Procedures |
| ▪ Data Protection | ▪ Disability Equality |
| ▪ E-safety | ▪ Extra-curricular Activities |
| ▪ Health and Safety | ▪ Home-school Agreement |
| ▪ Home Learning | ▪ Homework |
| ▪ Induction of Pupils | ▪ Parent Involvement |
| ▪ Photography and Video Images | ▪ Pupil Discipline and Behaviour |
| ▪ Religious Education | ▪ Safeguarding and Child Protection |
| ▪ School Council | ▪ School Governors |
| ▪ School Travel Plan | ▪ School Uniform |
| ▪ Sex and Relationships | ▪ Special Education and Disability Provision |
| ▪ Teaching and Learning | |

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| Headteacher: | D How | Date: | 30/01/2017 |
| Chair of Governing Body: | P Barker-Matthews | Date: | 30/01/2017 |

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Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

| Policy Title | The aim(s) of this policy | Existing policy (✓) | New/Proposed Policy (✓) | Updated Policy (✓) |
|-----------------------|--|---------------------|-------------------------|--------------------|
| School Website | <ul style="list-style-type: none"> To promote the school. To communicate with parents, school personnel, governors, pupils and with the wider community. To ensure all statutory information is provided. | | ✓ | |

| This policy affects or is likely to affect the following members of the school community (✓) | Pupils | School Personnel | Parents/carers | Governors | School Volunteers | School Visitors | Wider School Community |
|--|--------|------------------|----------------|-----------|-------------------|-----------------|------------------------|
| | Y | Y | Y | Y | Y | Y | Y |

| Question | Equality Groups | | | | | | | | | | | | | | | Conclusion | | | | | | | | | | | | | |
|--|-----------------|---|----|------------|---|----|--------|---|----|-----------------|---|----|------------------------|---|----|------------|---|----|--------------------|---|----|--------------------|---|----|---|---|---|---|----|
| Does or could this policy have a negative impact on any of the following? | Age | | | Disability | | | Gender | | | Gender identity | | | Pregnancy or maternity | | | Race | | | Religion or belief | | | Sexual orientation | | | Undertake a full EIA if the answer is 'yes' or 'not sure' | | | | |
| | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | | | Y | N | NS |
| | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | | | |
| Does or could this policy help promote equality for any of the following? | Age | | | Disability | | | Gender | | | Gender identity | | | Pregnancy or maternity | | | Race | | | Religion or belief | | | Sexual orientation | | | Undertake a full EIA if the answer is 'no' or 'not sure' | | | | |
| | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | | | Y | N | NS |
| | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | | | | ✓ | | | | |
| Does data collected from the equality groups have a positive impact | Age | | | Disability | | | Gender | | | Gender identity | | | Pregnancy or maternity | | | Race | | | Religion or belief | | | Sexual orientation | | | Undertake a full EIA if the answer is 'no' or 'not sure' | | | | |
| | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | | | Y | N | NS |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

School Policy - Website (Statutory)

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| on this policy? | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ |
|-----------------|---|--|--|---|--|--|---|--|--|---|--|--|---|--|--|---|--|--|---|

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| Conclusion | We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required. |
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|-------------------------------------|-------------|------------------------------------|-------------|
| Preliminary EIA completed by | Date | Preliminary EIA approved by | Date |
| | | | |

Policy Evaluation

| Points to be considered | Yes | No | N/A | Please supply evidence |
|--|-----|----|-----|------------------------|
| • Policy annually reviewed | | | | |
| • Policy in line with current legislation | | | | |
| • Coordinator in place | | | | |
| • Nominated governor in place | | | | |
| • Coordinator carries out role effectively | | | | |
| • Headteacher, coordinator and nominated governor work closely | | | | |
| • Policy endorsed by governing body | | | | |
| • Policy regularly discussed at meetings of the governing body | | | | |
| • School personnel aware of this policy | | | | |
| • School personnel comply with this policy | | | | |
| • Pupils aware of this policy | | | | |
| • Parents aware of this policy | | | | |
| • Visitors aware of this policy | | | | |
| • Local community aware of this policy | | | | |
| • Funding in place | | | | |
| • Policy complies with the Equality Act | | | | |
| • Equality Impact Assessment undertaken | | | | |
| • Policy referred to the School Handbook | | | | |
| • Policy available from the school office | | | | |
| • Policy available from the school website | | | | |
| • School Council involved with policy development | | | | |
| • All stakeholders take part in questionnaires and surveys | | | | |

School Policy - Website (Statutory)

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| • All associated training in place | | | | |
| • All outlined procedures complied with | | | | |
| • Linked policies in place and up to date | | | | |
| • Associated policies in place and up to date | | | | |
| A statement outlining the overall effectiveness of this policy | | | | |
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