Top Ten e-Safety Tips

> **Please Note**: This guidance is for information only and is not intended
> to replace legal advice when faced with a risk decision.

These top tips are not intended to be prescriptive in nature, but may serve as a quick reminder of the main areas to be addressed in meeting your e-safety duty.

1. Appoint someone to have overall responsibility for e-safety, ideally a senior member of staff with child protection training.

2. Establish an e-Safety Committee representing all stakeholders in the institution. Include learners, teaching staff and IT staff, and consider inviting parents, members of the wider community and Governors to attend.

3. Audit current e-safety measures and identify weaknesses and areas for development. There are online resources to help you do this. We have included some of these in our links tab.

4. Write an e-safety policy that uses appropriate language, reflects your college community and is in line with existing updated policies. Refer to JISC Legal's e-Safety Policy Checklist.

5. Establish consistent risk assessment procedures for the use of technology in learning. This should apply to activities both on and off campus.

6. Provide an easily accessible grid, or flow chart, detailing relevant behaviours and sanctions where appropriate.

7. Have a clear, consistent, proportionate and well publicised incident response and reporting procedure in place.

8. Schedule training and an education programme to promote safe and responsible behaviours, raise awareness of the institution's e-safety rules and explain how to report an incident or raise concerns.

9. Provide opportunities for feedback, support and further guidance.

10. Build in time to monitor effectively the impact of your e safety measures and policies and respond accordingly.

Further guidance on e-safety is available on our website and enquiry service. Your Regional Support Centre may also be able to offer expertise and assistance on this area.

About JISC Legal

JISC Legal, a JISC Advance service, provides guidance to prevent legal issues being a barrier to the development and adoption of new ICT within the education sector. It supports a wide range of staff within FE and HE, including managers, IT directors, administrators, and academics, with the aim to make best use of technology in developing institutional effectiveness, without legal issues becoming a barrier to appropriate use.

High quality, practical support is delivered through:

- Written publications e.g. Web 2.0 series, blanket copyright licences, e-repositories and the law
- Multimedia presentations, such as recorded webcasts on staying legal with web 2.0, and digital copyright. These offer the benefit of training delivered directly to lecturers and tutors at a time convenient for them
- Events at various locations around the country
- A short turnaround help desk. This enquiry service addresses problems specific to the enquirer. Common problems are then identified by the JISC legal staff and converted into helpful FAQs on the website
- Commissioned research projects and joint activities with other JISC Advance services

" What can JISC Legal do for me? "	
Essentials	Succinct guides to areas of law relevant to ICT use in further and higher education
Overviews	**More detailed guides to relevant areas of law**
Publications	A range of materials on specific issues
Videos	On important areas of law
News	Recent events relevant to ICT and law, with a focus on practical consequences
Events	A calendar of forthcoming events from JISC Legal
Useful Links	An access point to other relevant information providers
Enquiries	**A quick turnaround enquiry service, for those specific questions you may**

JISC Legal is hosted by the University of Strathclyde, a charitable body, registered in Scotland, with registration number SC015263.