Blakehill Primary School Computing Procedures and Guidance Overview

'Together we can'

Date: September 2017
Computing Leader: Mr Lowe

"Pupils know how to stay safe in different situations and are particularly well-informed about how to stay safe when using the internet." – OFSTED Feb 2015

Purpose

At Blakehill Primary School we aspire to prepare all our pupils with the skills and knowledge needed in order for them achieve in the modern digital age. New technologies have become integral to the lives of children and young people in today's society, both outside and within school.

If you are taking a look around the school - walking through the corridors, observing lessons or scrutinising pupils' books – or are a staff member seeking guidance, this document will outline some of the things you will see, things that may look different to other schools, or the way things looked a few years ago, along with key procedures we follow.

Philosophy

We believe that through a combination of:

- outstanding teaching
- using a wide range of technologies across the curriculum
- and a culture of evaluating, perseverance and determination

everyone can achieve and succeed in computing at Blakehill Primary School.

Aims

It is the aim of Blakehill Primary School to create a secure and safe environment that develops technology skills and provides pupils with an awareness of potential e-safeguarding issues as well as providing pupils with opportunities to develop their computing skills and knowledge through a rich curriculum.

The internet, other digital and information technologies are powerful tools which open up opportunities for all. These technologies can stimulate discussion, improve literacy, communication skills, promote creativity and increase awareness of the context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times. However, the use of these new technologies can put young people at risk both inside and outside of school. Some of these dangers may include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to loss of or sharing of personal information
- Inappropriate communication or contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video or internet games
- Potential for excessive use which may impact upon the social and emotional development and learning of the young person
- Plagiarism and copyright infringement
- Illegal downloading of music or video files

- An inability to evaluate the quality, accuracy and relevance of information on the internet
- The sharing or distribution of personal images without an individual's consent or knowledge
- The risk of being subject to grooming by those with whom they make contact on the internet

The above list is not exhaustive.

It is impossible to eliminate the above risks completely. It is essential, therefore, through the provision of good education, that we build pupils' awareness to these risks. Our aim is to build pupil confidence and understanding to seek advice to be able to deal with any risks in an appropriate manner.

Computing Planning

The teaching of computing is delivered though weekly session based upon the resources and objectives outlined in the Bradford Curriculum Innovations scheme of work which has taken the computing national curriculum objectives and broken them down into 5 strands:

- **Computer Science-** The principle of information and computation, how digital systems work and how they are applied in a digital world.
- **Data Handling -** This is the process in which raw data (unprocessed information) can be manipulated and be represented in ways that are meaningful and can be communicated easily. For instance, a poll or survey can contain data from respondents that can be processed and analysed to become a report. The report becomes the information, which can sometimes be understood more easily if it is visual and not too detailed. Examples of this might be lists, graphs, pictograms or infographics.
- **Media -** Content that can be created, manipulated and transmitted by digital devices. This can include video, pictures and sound
- **(e)Safeguarding -** This a term which means not only protecting people on the internet but other ways in which people communicate using digital media, e.g. mobile phones. It means ensuring that children and young people are protected from harm and supported to achieve the maximum benefit from new and developing technologies without risk to themselves or others.

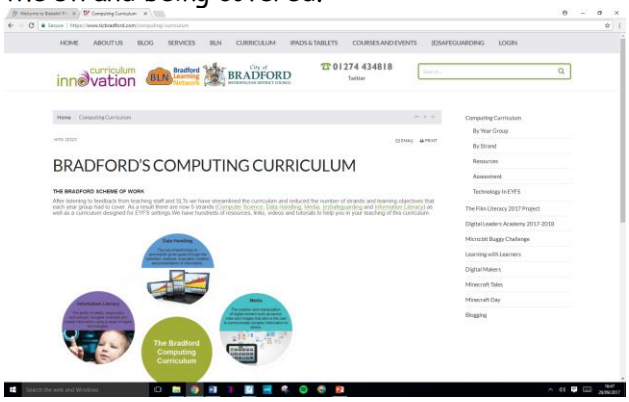
The breadth of issues classified within (e)Safeguarding is considerable, but can be categorised into four areas of risk:

Content: being exposed to illegal, inappropriate or harmful material
Contact: being subjected to harmful online interaction with other users
Conduct: personal online behaviour that increases the likelihood of, or causes, harm.
Commerce: being exposed to scams, phishing attacks and insecure transactions.

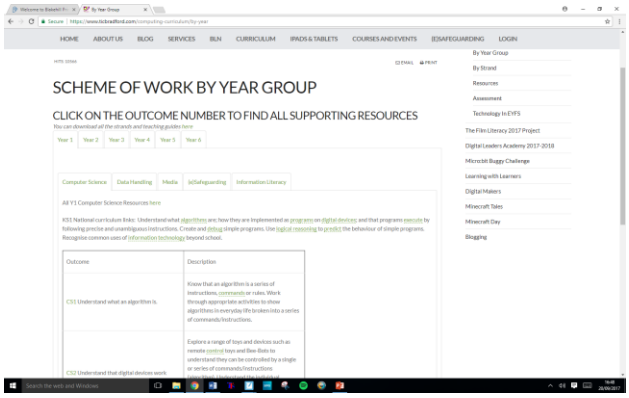
- **Information Literacy-** The ability to use digital technology, communication tools or networks to locate, evaluate, use and create information. To understand and use information in multiple formats from a wide range of sources and also the ability to read and interpret media, to change data and images through digital manipulation. To evaluate and apply new knowledge gained from digital sources.

Each strand has a number of objectives which can be used a learning objective for the session. By clicking on the objective that is being covered teachers can select a resources which is deemed acceptable for their cohort.

This scheme of work can be access via the Bradford innovation website (https://www.ticbradford.com/curriculum) and is accessible through the Year group or the strand being covered.



The curriculum overview page from the Innovation Centre website.



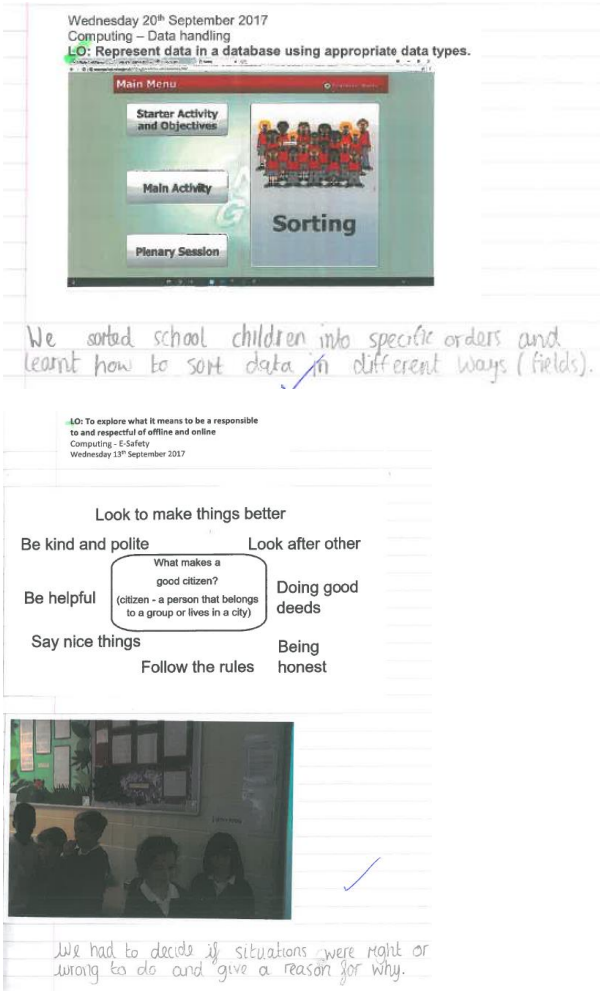
The computing scheme of work by year group.

Additional half termly lessons are delivered on e-safeguarding using the South West Grid for Learning (SWGfL) scheme of work with the aim of further pupil's awareness of the risks of using technologies and preparing them to become outstanding digital citizens.

To further aid teachers in the delivery of the computer science strand Blakehill have worked alongside members of the Innovation Centre in order to develop a personalised scheme of work following the objectives stated by the Innovation Centre. This scheme of work can be found on the Teacher Drive of the school network.

Evidence of pupil work and Display boards

Every pupil in school as a folder on ScratchPad drive that they are able to access and save work, however some computing sessions pupils may be unable to save work depending on the software or programme being used. In this case evidence of coverage should be recorded in Topic books with the sessions objective and a pupil explanation.



Example of Pupils work in Topics Books showing the lesson Objective, with pictorial evidence and pupil explanations.

Display boards within the computing suite are allocated to key stages and are expected to display current work which should be changed on a termly basis.

Inclusion

All children should have the opportunity to develop their computing potential to the highest standard possible, irrespective of gender, age, ethnic background or disability. We aim to encourage a positive attitude to learning and using of technology in all our pupils. The ethos

throughout school will ensure that contributions from all pupils will be respected and valued.

Our aim is that all children are able to access and make progress through the computing curriculum and scheme of work. For every child to be able to participate we must know each of them as individuals. For children with SEND teaching must, where appropriate, be closely linked to their IEP or EHSCP targets. For further information please contact Computing Subject Leaders / SENCo.

Computing and e-safeguarding Leaders

Our computing Subject Leaders must always be outstanding practitioners, leading by example. To tackle barriers and ensure consistency, they are responsible for:

- Monitoring teaching and learning through yearly scrutiny weeks (lesson observations, work scrutinies and pupil interviews.
- Offering support and guidance to teachers / teaching assistants, including sharing best practice throughout the school.
- Preparing and organising staff meeting and INSET training where necessary.
- Promoting the safe use of technology throughout school.
- Delivering annual Safer Internet Day assemblies.
- Updating and maintaining the school website.
- Leading the schools Digital Leaders.
- Liaising with and directing the Network Manager.
- The Computing Subject Leader will also work with other members of the Senior Leadership / Management Team and governors in raising standards in computing.

360' safe mark

An Assessor from the South West Grid for Learning visited Blakehill Primary School to review the school's e-safety provision. The Assessor met school staff, parents and carers, Governors and pupils and were pleased to find that the school provides a high level of protection for users of the new technologies. Blakehill became the 11th school in Bradford to receive this important award on 16th July 2016.

The South West Grid for Learning Trust provides the internet connection and a range of other services to schools across the SW region and is in the forefront of national developments in e-safety. To enhance these services, they have developed a tool to help schools address e-safety issues, not least the changes to Ofsted inspections, which include a stronger focus on safeguarding. The online tool allows schools to evaluate their

e-safety policy and practice and then suggests how the school might do more to protect young people and staff.

To apply for the 360-degree safe E-Safety Mark, schools have to reach a series of benchmark levels when they complete the online self-review. The evidence is then verified by a visit from experienced Assessors.

The prime benefit of using the review and applying for the E-Safety Mark is that it does not focus on the individual aspects of e-safety such as technological solutions, but instead it integrates e-safety into school policy and the curriculum, challenging teachers and managers in the school to think about their provision and its continual evolution.

Schools are expected to show that they have provided a high standard of e-safety education and awareness for all staff, pupils and also for parents and carers, to ensure that these users of the new technologies can be safe online – whether they are in school, in their homes or out and about using mobile phones or other handheld devices.

Copy of 360' E-safety mark certificate