INFORMATION COMPUTER TECHNOLOGY POLICY

September 2024

Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Sean Di Sora	Sean.disora@lintonschool.co.uk 01772 957062 07840 803896
Deputy DSL	Steph White	Steph.white@lintonschool.co.uk 01772 957062
Deputy DSL	Paul Barton	Paul.barton@lintonschool.co.uk 01772 957062
Regional Lead	Declan Tuer	Declan.tuer@caretech-uk.com 07827 302334
Local Authority Designated Officer (LADO) for Lancashire County Council	Tim Booth	Tim.booth@lancashire.gov.uk 01772 536694
Lancashire County Council – Multi-Agency Safeguarding Hub (MASH)		0300 123 6720 0300 123 6722 (out of office hours)
Local Authority Designated Officer (LADO) for Blackpool Council	Amanda Quirke	Amanda.quirke@blackpoo.gov.uk 01253 477541
Blackpool Council – Multi-Agency Safeguarding Hub (MASH)		01253 477299
Channel helpline		020 7340 7264
Prevent / Channel Referrals		concern@lancashire.pnn.police.uk

If the child is at immediate risk, please call the police on 999.

Our School

Linton School is an independent special school for young people with Social, Emotional and Mental Health (SEMH) difficulties for both boys and girls aged 8-18 years old. The school is registered for up to 12 learners and consists of 4 small classes to provide a nurturing environment to develop and progress throughout their learning journey. We are a trauma informed school that is able to support children and young people who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning. Located in rural Preston we therefore benefit from some amazing outdoor space where we develop our outdoor, equestrian and horticulture skills. All the staff at Linton School are committed to creating a setting which not only focuses on academic success, but also provides our learners opportunities to develop their social, communication and independent skills.

Culture and Ethos

We are committed to providing a nurturing, safe and ambitious learning environment that supports every young person to achieve lifelong skills through a diverse learner centred curriculum. Respectful and supportive relationships are at the heart of all we do; we value every member of the school community equally. Through bespoke curriculums tailored towards each individual pupil's needs, experiences, interests and strengths we foster a love for learning and support our young people to achieve their full potential. As an educational setting our main aim is to prepare our pupils to make a positive contribution towards society by giving our students the skills they need to be successful, resilient and inspirational young adults. Linton schools purpose is to improve the quality of life for our young people both now, and in the future by, 'building our futures together'.

The Vision

Linton School provides a safe, nurturing learning environment to provide skills for lifelong opportunities, which gives the young people an ambitious outlook towards their future.

The vision drives everything we do and will be achieved through:
- Outdoor enrichment activities to promote life skills through play, nurture and teamwork.
- Promoting independence, patience and listening skills through Equestrian lessons.
- Multi-disciplinary links from both internal and external companies to provide a bespoke, broad and balanced curriculum that develops the education of our pupils.
- Empowering each learner to achieve their personal goals and develop a lifelong love of learning.
- A positive and ambitious school environment that promotes learning for all.
- Offering a broad range of learning experiences within the curriculum that values academic attainment as well as developing social skills, experiences and resilience.

More information about the school can be found in the school Prospectus.

This policy expresses the school's purpose for the teaching and learning of Information Computer Technology (ICT). It sets out the aims; planning of the curriculum, assessment and monitoring.

Purpose: We believe that an engaging and motivating Information Computer Technology curriculum will enable our learners to:

• Use computational thinking and creativity to understand and change the world.

• Make deep links with mathematics, science and design and technology.

• Build knowledge of principles of information and computation, how digital systems work, and how to put this knowledge to use through programming.

• Become digitally literate – able to use, express themselves and develop ideas through information and communication technology.

The use of information and communication technology is an integral part of the national curriculum and is a key skill for everyday life. Computers, tablets, programmable robots, digital and video cameras are a few of the tools that can be used to acquire, organise, store, manipulate, interpret, communicate and present information. At Linton School we recognise that pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively.

Aims:

- Provide a relevant, challenging and enjoyable curriculum for IT and computing for all pupils.
- Meet the requirements of the national curriculum programmes of study for IT and computing.
- The Computing Subject Leader, support staff to support / deliver a high-quality computing education. Computational thinking – the ability to solve problems in a creative, logical and collaborative way – is developed through repeated programming opportunities and opportunities to build understanding and apply the concepts of computer science.
- Pupils become responsible, competent, confident and creative users of information and communication technology.
- Pupils have a growing awareness of how technology is used in the world around them and of the benefits that it provides. They are supported to evaluate and use information technology, including new or unfamiliar technologies.
- Opportunities for communication and collaboration develop understanding of the purposes for using technology and these are used to bring together home and school learning experiences.
- Technology is used imaginatively to engage all learners and widen their learning opportunities.
- Pupils have access to a variety of devices and resources and are encouraged to reflect on the choices they make to use them.
- We expect our pupils to:
    - To develop computing skills, knowledge and understanding
    - Develop an understanding of the wider applications of computer systems and communication technology in society.
    - Develop independent and logical thinking through reasoning, decision making and problem solving.
    - Develop imagination and creativity.

o   Work independently and collaboratively.

Linton school acknowledges the need to continually maintain, update and develop its resources and to make progress towards a consistent, compatible pc system by investing in resources that will effectively deliver the strands of the national curriculum and support the use of IT and computing across the school.

Teachers are required to inform SLT with any faults as soon as they are noticed. Linton School has a dedicated IT support team to help support the Schools infrastructure.

To ensure IT can be delivered across the whole School, every classroom currently has access to the following set of IT equipment:

• A Teacher Laptop

• An Interactive whiteboard with separate sound bar and DVD facilities

• A class set of laptops

• A class set of iPads

• Relevant and up-to-date apps on all devices

• Programable devices

Specific IT and computing skills are taught as and when required and children are given opportunities to apply these skills with our creative curriculum.

Pupils may use IT and computing independently, in pairs, alongside a TA or in a group with a Teacher.

Cross Curricular Links

At Linton School, we are all aware that IT and computing capability should be achieved through core and foundation subjects. Where appropriate, IT and computing should be incorporated into schemes of work for all subjects. IT and computing should be used to support learning in other subjects as well as develop IT and computing skills.

Assessment and Record Keeping

The following strategies are in place:

• The programmes of work identify clear opportunities for the monitoring and record keeping of

pupils' progress.

• A clear recording mechanism.

• Programmes of work include related tasks that assist the teacher to assess the pupils' progress and

attainment in Computing.

• Differentiated assessment for pupils with high levels of Computing capability, or special needs.

The ICT teacher will produce Long and Medium Term Plans, a Learning Journey and the Linton School 100 steps to monitor progress. This along with Lesson observation, Learning Walks and Pupil Progress meetings will triangulate progress effectively.

Pupils with Special Educational Needs

We believe that all children have the right to access IT and computing. In order to ensure that children with Special Educational Needs achieve to the best of their ability, it may be necessary to adapt the delivery of the IT and computing curriculum for some pupils. We teach IT and computing to all children, whatever their ability. IT and computing forms part of the national curriculum to provide a broad and balanced education for all children. Through the teaching of IT and computing we provide learning opportunities that enable all pupils to make progress. We do this by setting suitable learning challenges and responding to each child's different needs, we also plan and differentiate each lesson in all subjects. Where appropriate IT and computing can be used to support SEN children on a one to one basis where children receive additional support.

Child Protection Filtering and Monitoring

All staff should be trained in e-safety issues and be aware of the potential for serious child protection / safeguarding

issues to arise from:

• sharing of personal data

• access to illegal / inappropriate materials

• inappropriate on-line contact with adults / strangers

• potential or actual incidents of grooming

• cyber-bullying

Safeguarding is paramount. Linton School provides a safe learning environment where access to inappropriate material and sites is controlled and policies and procedures are put in place to monitor and eliminate cyber bullying. The benefits from its own Intranet system which filters inappropriate content and highlights any attempted access to the Safeguarding Team. Linton School has also invested in Go-Guardian to further protect our pupils. Linton School has a No Mobile Phone/devices policy to prevent any access during school. The School recognises its responsibility to protect sensitive data and ensures that appropriate procedures are in place to secure data and restricts access to such data on a strict need to know basis.

Health and Safety

The school is aware of the health and safety issues involved in children's use of IT and computing. All portable electrical equipment in school is tested by an external contractor every twelve months. It is advised that staff should not bring their own electrical equipment in to school but if this is necessary, then the equipment must be pat tested before being used in school. This also applies to any equipment brought in to school by, for example, people running workshops, activities, etc. and it is the responsibility of the member of staff organising the workshop, etc. to advise those people

All staff should visually check electrical equipment before they use it and take any damaged equipment out of use. Damaged equipment should then be reported to the Operations Manager/Headteacher who will arrange for repair or disposal.

 • Children should not put plugs into sockets or switch the sockets on.

• Trailing leads should be made safe behind the equipment

• Liquids must not be taken near the computers

• Magnets must be kept away from all equipment

Education – Parents / Carers

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters and web-site
- Phone calls home

Residential Trips

During residential trips organised by Linton School, students are not permitted to bring mobile phones or other internet enabled devises. The school phone will only be used to make calls home to parents/carers should the pupil(s) wish to.

Linked Policies.

Safeguarding policy

Online Safety policy

PSHE policy

GDPR policy

Health and Safety policy

This policy is to be reviewed annually. Next review is September 2025.