**E-safety group minutes**

**Date:** 19.10.2016

**Present:** Miss Rahman, Matilde, Hamid, Sara, Simon, Denny, Isa, Ayesha, Cavalli, Aksa, Ethan, Tysha, Tasfiyah, Fatima A and Sachin

**Absent:** Haroon

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| **MINUTES** | **ACTION** |
| **Digital leaders meetings**   * Lots of disturbances today. Early lunch slips were given to teachers in the morning yet there were pupils coming to ask if the meeting was still on | Teachers – please inform your digital leaders in the morning of the day the meeting takes place |
| **Expectations**   * Attendance and punctuality – very important. If there are 3 absences without a valid reason then there will be consequences | None |
| **Badges**   * Badges were given out to digital leaders and reminded to wear them at all times | None |
| **Assembly to introduce**   * Last year the digital leaders went to the KS1 and KS2 assembly to introduce themselves and briefly discuss their roles and responsibilities. * Repeat this year. | MR to speak to DC about Monday morning assembly |
| **Roles and responsibilities**   * Laptops – Digital leaders to ensure laptops have been plugged in correctly after Computing lessons * Scribing minutes – every week someone different will scribe * Photos – Digital leaders have a red camera to take photos of work that their classes have done for the newsletter * Writing articles – script to be written alongside the photo for the newsletter or other e-safety related articles | Next week Hamid to scribe minutes |
| **AOB**   * None |  |