

## Grangefield School

### Annex to Child Protection Policy

#### Safeguarding pupils and teachers online when remote learning.

Keeping pupils and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in the school's staff code of conduct policy will apply.

Advice on safe remote learning can be found from the following sites:

- remote education advice from [The Key for School Leaders](#) (the school has subscribed to this)
- advice from [NSPCC](#) on undertaking remote education safely
- guidance from the [UK Safer Internet Centre](#) on remote education
- Schools can access the free [Professionals Online Safety Helpline](#) which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk). The helpline is open from Monday to Friday from 10am to 4pm.
- Guidance on [teaching online safety in schools](#) provides information to help schools ensure their pupils understand how to stay safe and behave online.

#### School contact during self-isolation of an individual, class or whole school

##### Supporting parents and carers.

It is especially important for parents and carers to be aware of what their children are being asked to do as part of their remote learning, including:

- sites they will be asked to use
- school staff their child will interact with

School contact with parents and carers during a period of self-isolation should include opportunities to reinforce the importance of children staying safe online.

Schools should emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

Resources on how to support parents and carers to keep their children safe online:

- [support for parents and carers to keep children safe online](#), which outlines resources to help keep children safe from different risks online and where to go to find support and advice
- guidance on [staying safe online](#) which includes information on security and privacy settings
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support

- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

## Reporting concerns

It is essential to have and communicate clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns whilst remote learning. Staff should follow the procedures as outlined in the Covid 19 annex to the Safeguarding Policy where they have any pastoral or safeguarding concerns. Parents are advised to communicate with the school via email, with the admin email as the primary route.

### 1. Harmful or upsetting content

Get support by:

1. reporting harmful online content to the [UK Safer Internet Centre](#)
2. getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

### 2. Bullying or abuse online

You can:

1. get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)
2. get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied

## Communicating with parents, carers and pupils

Where education is having to take place remotely due to coronavirus (COVID-19), it's important for schools, teachers and pupils to maintain professional practice as much as possible. When communicating online with parents and pupils, staff should:

- ensure any relevant parental consent forms are signed prior to communicating
- communicate within school hours as much as possible
- communicate through the school channels approved (Tapestry, Class Dojo, Google Classrooms)
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- if phoning whilst working from home staff should block their number, try to use the approved channels above
- staff should not share personal information

## **Virtual lessons and live streaming**

Teaching from home is different from teaching in the classroom.

- Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers.
- When broadcasting a lesson or making a recording, consider what will be seen or heard in the background.
- Where appropriate disable users microphones /video cameras.
- When live streaming a second adult (teaching assistant) should be part of the lesson if possible, during a national/local lockdown, this could be the teaching assistant who is with the critical worker children in school viewing the live meets.
- If working 1:1 with a child (ie SEN support) make sure the parent is aware.
- Be clear about the expectations of children and staff behaviour whilst working on-line.
- If a lesson is to be recorded, seek permission from parents first.

## **Personal data and GDPR**

Staff should continue to follow the Data Protection Policy guidance and should:

- take care not to share contact details when messaging/emailing multiple people
- be careful when sharing usernames and other personal data for access to online resources
- access school data systems safely

K Lewis December 2020