



## Temporary Appendix to our Online Safety Policy

*\*update to include remote learning*

### Policy statement

This policy applies to the schools within Education South West. This policy is reviewed and updated annually or sooner if required. This policy is informed by the following guidance and advice:

- i. Keeping Children Safe in Education (September 2019) ('KCSIE')
- ii. Working Together to Safeguard Children (July 2018)
- iii. Professional Code of Conduct for Staff
- iv. NSPCC Learning (2020)
- v. Department for Education (DfE) (2020) Safeguarding and remote education during coronavirus (COVID-19).
- vi. Department for Education (DfE) (2020) Remote education during coronavirus (COVID-19)

In the event of a school closure, Education South West is committed to providing the continuity of excellent education to its students and will do so through a process of remote (online) learning. This will apply in situations when the school is closed for an extended period of time, but a high proportion of students and teachers are healthy, and able to work as normal from home.

### Scope

This policy applies to circumstances where:

1. Schools are anticipated to be closed for a period longer than 1 day because (e.g.) the School is inaccessible, key systems or utilities have failed, or by order of a regulatory authority requires the School to close<sup>1</sup>. The School will do all that it reasonably can to continue to deliver educational services, by using various technologies and online services to enable remote teaching and learning.
2. In circumstances where the School is able to remain partially open with reduced staffing it will aim to continue with a teaching programme (albeit restricted) for students who attend the school. Teaching staff will ensure that work is available for students to access at home via e-learning platforms.
3. A proportion of the student body is self-isolating. In order to mitigate against disruption to learning teaching staff will ensure that work is available for students to access at home via the usual platforms.

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<sup>1</sup> Not an exhaustive list, other unpredictable circumstances may cause the School to be closed.

## Key Policy Points:

The main vehicle for delivering remote learning will be those included within the Microsoft Suite including OneNote, Teams and SKYPE. Staff and students should use these online platforms using their school accounts only. These platforms should be the only method for **live** lessons and meetings.

Where Staff are using Youtube and Google Classroom resources to distribute content this should be agreed by SLT (and the Trust Compliance team where appropriate). Accounts must be created using school accounts and not divulge personal account information.

Regarding making video calls, video conference calls, or attending video conference calls;

- For meetings that we (ESW staff) are initiating, Skype for Business or Microsoft Teams must be used. Not Zoom or any other platform.
- If you are invited to a Zoom meeting or similar platform (e.g. for training purposes) it is safe to use but not for discussing any confidential information, do not share any documents or use screen share.
- Alternative platforms **MUST** not be used for communication with students.

## Policies applying to Teaching staff

- Teachers are to adhere to the existing protocol set out in the e-safety policies and the AUP set out by the NST/SLT.
- Any online contact between students and staff must only take place through official school channels. Staff **must not** use alternative platforms which require the students to sign up to different services such as Zoom, Whatsapp or HouseParty.
- Contact home using mobile devices must block personal numbers. Where possible, teachers are encouraged to use the 3CX app. Contact with the NST will need to be made where this is the case.
- Use school accounts to communicate via email or online platforms, never teachers' personal accounts.
- Where emailing multiple people at once, blank carbon copy (BCC) must be used to ensure that there are no GDPR breaches.
- Live Sessions: teachers are expected to have an online presence via email/Microsoft Teams at the time they would normally have a lesson with that year group to be available for students to ask questions in real time. Whilst encouraged, there is no expectation for staff or students to broadcast audio or video using Teams, though the software has this functionality should some colleagues wish to use it.
- Online classroom sizes **must** consist of 2 or more students.
- Staff need to be business-like when giving lessons: presenting themselves as professionally as they would if they were giving a face-to-face lesson, in dress and in manner: Staff should remember that while social media applications can encourage informality, they need to observe their usual high professional standards at all times.

- Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
- Teachers should be aware of material that may be visible in the background.
- Teachers should ensure that all other tabs they have open in their browser would be appropriate for a student to see, if they're sharing their screen. In particular if you have student personal details on a tab as this would be a GDPR breach.
- Lessons should only be conducted during normal school hours (for 6th Form this could include twilight if this is a part of their normal timetable).
- Teachers are to record the lesson for the purpose of safeguarding.
- Adhere to copyright policies – lots of organisations are allowing the use of their materials but this need to be carried out in accordance to these rights. These are likely to change as we move into more 'normal' times and materials will need to be removed and amended if not purchased/copyright allowances change.
- The teacher of the hosted classroom must remove any students from the online classroom who have not followed the dress code or are deemed to be wearing inappropriate clothing. This also applies for if the behaviour of the student is preventing the learning of others
- HoDs are required to liaise with their Departmental staff through regular (at least weekly) contact to ensure that:
  - i. sufficient work is being set to cover ongoing periods of closure
  - ii. Students causing concern through a lack of engagement to reported to tutors/Head of Year

## YouTube

Teachers must:

- Set up the YouTube account using their ESW emails
- Set their videos to 'Unlisted' so that only people who have the link (e.g. parents who you've emailed) will be able to see the video
- This link must be distributed using school accounts
- Set the audience as 'Made for kids', so that adverts won't appear at the start of the video
- Comments should be disabled
- Adhere to copyright policies - YouTube in some case will allow copyrighted music but please ensure that this is permissible.

## Policies applying to Students and Parents

### To ensure the Continuity of Learning

During a full or partial school closure and for students that are self-isolated, students at home must:

- Check emails regularly and read and respond to communication from the school

- Be available during the hours of the normal school day (**insert school hours here**) to complete work set on Epraise (except in circumstances where the student is unable to work due to ill health for example. In these circumstances, parents should notify the school as they would do normally to indicate that the child is unwell). Teachers will be available during their assigned lesson times to answer questions.
- Submit completed work by the deadline set by the class teacher.
- Work on their subjects at the times specified on their timetable.
- Students and parents are to adhere to the existing protocol set out in the e-safety policies and the AUP set out by the NST.

## Student conduct during live lessons

Students are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school. This includes but is not limited to:

- Ensuring appropriate language is used in Teams comments or emails, and that any comment is on-topic and relevant to the task in hand.
- Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
- Ensuring that clothing is appropriate, following the same guidance as a normal “non-uniform” day in school.
- Students should choose an appropriate setting to take part in remote learning
- Students are encouraged to take part in the live sessions that are available if they are well enough to do so.
- Microphones should be muted in order to safeguard from any inappropriate noise.

## Policy relating to one-to-one sessions

For certain student, one to one learning may be deemed necessary. In this instance the teacher must:

- A. First apply for, and receive permission from the DSL
- B. Receive written confirmation from the student's parent in writing that they are happy for a 1 to 1 teaching session to be taught
- C. Ensure that the student's parent is in the same room as their student or in close proximity whilst contact is happening and that the member of staff has had visual or auditory contact with the parent/carer at the start of the meeting.

## Safeguarding

Education South West is committed to prioritising student's safety at all times. The safeguarding of both students and staff must be maintained in remote spaces. All the same policies, rules and guidelines remain in place and adherence to all statutory guidance is required.

We recognise that our Schools play a significant part in the prevention of harm to our students and that creating an overall ethos of protection with good lines of communication is essential. This will support our more specific students within our community who have a heightened vulnerability to online safety concerns such as radicalisation or exposure to extremist views.

In the event of a school closure, students, parents and teachers are reminded that the school's Safeguarding Policy still applies to all interactions between students and teachers. Please refer directly to this policy for further information.

### E-Safety

In the event of a school closure, students, parents and teachers are reminded that the school's E-Safety Policy still applies to all interactions between students and teachers. Please refer directly to this policy for further information.

- Schools should assist during this time with regular e-safety advice and support through their social media channels where appropriate.

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