

e-Safety Policy: Covid-19 addendum

On Friday 27th March 2020, the DfE published guidance for schools and colleges to support keeping children safe, including online, during the coronavirus (COVID-19) pandemic. Given the importance of this guidance, the Safeguarding Team has created the following COVID-19 annex/addendum to be attached to the e-Safety Policy to be taken into account while the situation will last.

Tools

- Teaching staff are supporting pupils at home via tools in GSuite for Education and reporting concerns using the identified school systems. It is essential that unsuitable people are not allowed to gain access to children.
- Staff must only utilise GSuite for Education in situations that involve pupils having direct contact with each other and staff.
- Staff are to only use school-registered accounts, never personal ones.
- Additional monitoring is carried out by school staff of communications within the school e-learning platforms to ensure pupil safety.
- School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- School carefully selects sites and apps recommended for pupils to access, before being shared tools must be assessed by staff as adhering to the highest standards for online safety and approved by the Safeguarding team.
- Staff are required to seek the consent of the SLT and Safeguarding Team before introducing any new form of technology / communication tools.
- Staff are to also monitor and moderate all online learning resources to maintain the highest levels of safeguarding.

Safeguarding and Child Protection:

- Parents and carers are responsible for pupils' use of technology.
- Parents consent fully to their child engaging in online education, simply by the fact that their pupils have logged on from a home-based remote device. If parents do not consent to this, then they must opt out and prevent their pupils from logging on, notifying their tutor that they do not wish to engage with interactive online education.
- Children will continue to be protected when they are participating in off-site learning and streaming sessions.
- It is especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and who their

child is going to be interacting with online. The school will continue to raise awareness of this and make direct links to online safety practices.

Streaming sessions code of conduct:

- Parents understand fully that it is contingent upon at least one parent being present in the home-setting, close to the vicinity of the pupil for the duration of the sessions.
- Parents are not permitted to intervene in streaming sessions for pupils.
- Streaming sessions will not be recorded by staff and they should never be recorded by pupils or parents, in order to protect everyone's right to privacy and in compliance of General Data Protection Regulations.
- Pupils and staff must use a safe and appropriate place with no inappropriate objects/information visible when engaging in streaming sessions. Choose a neutral background
- Pupils and staff must be appropriately dressed.
- One-to-ones will never take place. In case of need to speak with one pupil at a time it must be pre-approved by SLT.
- Pupils must be conscientious and respectful of others'. Teachers have full power to 'mute', or to stop the video, or delete the chat of pupils, excluding disruptive or inappropriate pupils from the group, if, in teachers' judgement the pupils are not entering into the spirit and the letter of the experience with maturity. Sanctions – including fixed term exclusion from off-site online sessions – may follow.
- Teachers will inform parents of the extent to which pupils have logged on to the sessions at regular intervals.
- All correspondence between teachers and pupils and teachers and parents relating to the use of GSuite tools must be via School emails; the sharing of mobile phone numbers or private emails is strictly forbidden.

Data Protection of Teachers and Pupils:

- Streaming sessions will not be recorded by staff and they should never be recorded by pupils or parents, in order to protect everyone's right to privacy and in compliance of General Data Protection Regulations.
- There should be no visible data in the room where the pupil is participating that could compromise data protection or safeguarding. This includes any photographs that could identify where the pupil lives, or any other personal information.

In the event of disputes over interpretation, the original Spanish version shall prevail.

Revised 1/04/2020 by Safeguarding team and Leadership team