

THA Online Safety COVID-19 Addendum

Student online safety during COVID-19

Addendum to Safeguarding and Child Protection Policy and ICT Policy – (June 2020)

THA is committed to providing a safe environment for online learning. This commitment remains the same in the difficult circumstances brought about by the COVID-19 outbreak. During the period of home learning and blended learning (incorporating 'face to face' sessions and learning at home) our expectations of staff and students remain the same. As such, the principles and practices of the school's *Safeguarding and Child Protection Policy*, *ICT Policy*, *Staff Code of Conduct* and *Acceptable Use Agreements* for staff and students will continue to apply, both to existing and any new online and distance learning arrangements introduced. Staff, students and parent/carers must review these policies and ensure that they adhere to them at all times.

In order to ensure the safety and welfare of children during the period that students are engaging in home and blended learning, the school will follow the DfE remote learning guidance:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Given the changes in circumstances to everyday teaching and learning practices, the following guidelines will also apply:

Providing a safe system

- Where the site remains open, the school will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources.
- For the purposes of home learning, Class Charts is the only platform used.
- Students may be directed to other websites for specific purposes. The online safety implications of any website are carefully considered before use.
- The Academy's Designated Safeguarding Team have day to day responsibility for online safety and will maintain an active oversight of the management of home learning from a safeguarding perspective. Procedures will be kept under review, in liaison with the Academy ICT Manager and action will be taken swiftly if concerns about the use of technologies arise.
- The Academy will keep in regular contact with parent/carers, updating them as appropriate with information on how the Academy is providing home learning, how they can keep their children safe online and any new developments.

Home learning

The formats used for home learning include:

- Posting activities for pupils at regular intervals on Class Charts with pupils uploading completed work for teachers to review.
- Directing pupils to web-based resources and activities they can engage with on or offline

Teachers will select the most appropriate format for a lesson depending on a number of factors, including the age of the pupils, size of the group, nature of the activity, and the degree of support required; and taking into account the need to ration screen time and provide a variety of learning experiences within a lesson, across the school day/week and through a scheme of work.

Protocols for staff in relation to setting work for home learning:

- Only use Academy approved platforms; do not use social media in communicating with pupils.
- Reinforce online safety messages regularly in your teaching and communications with students and parent/carers.
- Bear in mind the current circumstances and how they are affecting children and families when setting expectations of pupils.
- Consider online safety when sharing resources – vet websites and videos/apps/software carefully and bear in mind that the home environment will not have the same content filtering systems as at school. If introducing new apps and resources, ensure these meet GDPR requirements.
- If concerned about online safety/resources, check with IT Manager/Line Manager.
- Ensure that passwords and secure information – such as log-ins for SIMS/Class Charts – are kept confidential.
- Adhere to copyright and GDPR guidelines.
- Continue to look out for signs that a child may be at risk – which may differ from typical triggers in a school environment. Report any concerns to the Safeguarding Team without delay, using the process set out in the COVID-19 Safeguarding and Child Protection Addendum.
- Do not provide pupils or parents with personal contact details – email, home or mobile numbers, details of web-based identities etc.
- Do not arrange to meet students or ask them to deliver work to your home.
- Remain professional and objective in all email and other forms of correspondence.

Reporting an online issue for staff:

- Any child protection or safeguarding concern must be reported to the Safeguarding Team without delay.
- Concerns about the safety of procedures, behaviours or use of technology should be referred to the Safeguarding Team and ICT Manager.
- Routine queries about the use of apps or online materials should be addressed to your line manager or ICT Manager, depending on the nature of the issue.
- UKSIC's [Professionals Online Safety Helpline](#) is a good source of external advice.

Protocols for students in relation to guided home learning:

- Always log on through your Class Charts account and use your THA email for contacting Academy staff. Both can be accessed via the Academy website.
- If you have concerns about online safety, or if you feel you are being bullied, talk to someone you trust.

Reporting an online issue for students:

- Speak to a trusted adult at home.
- Email a member of our Safeguarding team (contact details below)
- Contact Childline 0800 1111 or click CEOP <https://www.ceop.police.uk/safety-centre/>

The role of parent/carers

- It is the responsibility of parent/carers to ensure that pupils are monitored in their use of technology for home learning as they would ordinarily do when their children are using

technology at home. Monitoring screen time is particularly important in the current circumstances.

- While students are working from home, they are connected to their home broadband so their traffic doesn't go through the THA firewall – parents will therefore need to ensure that age-appropriate filtering or safe search is enabled at home. Information on setting this up can be found at: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/parental-controls-offered-your-home-internet-provider> and here: <https://www.internetmatters.org/parental-controls/>
- Communication during online learning is between student and teacher: parents should communicate with school/staff in the usual manner, via school email or telephone.
- Any parent wishing to supplement the Academy's home learning with support from online companies or individual tutors should be mindful of the importance of using reputable organisations or individuals who can provide evidence that they are safe and can be trusted to have access to children – further information can be found in the sources of support below.
- Social media, networking apps and gaming platforms are particularly popular at the moment. Parents are advised to be mindful of age restrictions and to oversee their child's social media activity.
- The Academy will update parents on online safety matters as required. Parents are requested to heed the Academy's advice and contact the school if they have concerns or encounter risk online.

Reporting an online issue for parents:

- Contact a member of the Designated Safeguarding Team: Mrs Barrett, Mrs Carey or Miss Booker for any safeguarding or child protection or online safety concern.
- You can also report an incident to CEOP <https://www.thinkuknow.co.uk/parents/Get-help/Reporting-an-incident/> or Report Harmful Content <https://reportharmfulcontent.com/>

Contact your child's Subject Teacher, Student Manager or Head of Year in the usual way for routine queries about home learning.

Sources of support and advice

- UK Safer Internet Centre <https://www.saferinternet.org.uk/> - includes a range of activities for children of different ages
- CEOP / Thinkuknow <https://www.thinkuknow.co.uk/> - includes a range of home activity packs
- National Online Safety <https://nationalonlinesafety.com/> - Good guides for parents and staff
- Parent Info <https://parentinfo.org/> - specifically aimed at parents
- Internet Matters <https://www.internetmatters.org/> - specifically aimed at parents
- Net Aware <https://www.net-aware.org.uk/> - NSPCC's advice on online matters

Contact our Designated Safeguarding Team

Mrs F Carey fiona.carey@theharefieldacademy.org

Miss R Booker rbooker@theharefieldacademy.org