Upton-upon-Severn CofE Primary School

WCF -Safeguarding and E-Safety Model School Policy
for online teaching in response to COVID 19 - April 2020

Upton-upon-Severn Primary School recognises that ICT and the internet are fantastic tools for learning and communication that can be used in school to enhance the curriculum, challenge students, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the internet and ICT is seen as a responsibility and that students, staff and parents use it appropriately and practice good e-safety. It is important that all members of the school community are aware of the dangers of using the internet and how they should conduct themselves online.

Now with the challenging times we find ourselves in, we want staff and parents to adhere to the following:

- **Student Responsible Use policy for distance learning**
  Responsible use protocols for ICT and E-Safety for pupils are detailed in the school's 'ICT and Safeguarding Policy', which relates to the use of a range of technologies, including Virtual Learning Environments.

- **Staff Responsible Use policy for distance learning**
  - ➢ Staff will refer to the 'Staff ICT and Safeguarding Policies'
  - ➢ Staff undertaking distance/online teaching will report to the DSL and/or Head of E-Safety any actions or incidents which cause concern in the course of an online lesson or virtual learning communication.

One-to-One online teaching:
Teachers will not engage in one to one learning with pupils.

- **Social Media Policy for distance learning**
  Pupils must not use social media (Instagram etc.) to communicate with teachers. Please use only the official school email / communication channels as instructed. Students should not use social media to share lesson resources.

- **Who is accountable for what students are doing to engage in the schools learning platform**
  The teacher is responsible for what pupils are set for each lesson and to report lack of engagement from pupils. Any concerns about behaviour or actions, should be reported to the school DSL.

- **Should teachers Direct Message pupils?**
  All staff should use the class email address to correspond with parents. This is the same as working in school. If teachers need to respond directly with pupils they can do so on the Sesaw remote teaching platform. This can be accessed at anytime by the adminstrators and should be conducted in a professional manner.

- **Criteria for monitoring attendance**
  Daily lists of pupils engaged in the learning platform (Seesaw or Tapestry) should be provided to the school secretary to be kept as a list of attendance. If a pupil does not engage in the learning provided through the Seesaw or Tapestry platform, school will contact the parent and if they get no response and/or lack of engangement is a concern, will alert the school DSL or SENCO. They will then liaise with parents.

- **Use of Video**
  Protective measures will mitigate risk in online teaching, this will include the uploading of videos. Teachers will not upload video footage of themselves teaching from home.

- **What implications are there with pupils and parents sharing staff content on social media?**
  Pupils/parents are asked not to share lesson content online.

- **How does distance learning impact children about whom there are pastoral or safeguarding concerns?**
  The DSL will identify those pupils of concern and will take the necessary action to ensure that they are supported and safe. This may involve liaison with Children's Services, CAMHS and medical services, as appropriate. Teachers will be made aware if a child's situation impacts the online teaching protocols.

- **What e-safety resources should be shared with parents?**
  Appropriate information can be found on the website under Parent Information. All parents have been provided with sign in codes to acess Seesaw or Tapestry.

- **How do students authenticate who is contacting them?**
  Only pupils within Upton-upon-Severn Primary School wil be provided with specific sign in codes linked to their teacher and class. Therefore, if they are contacted by 'a member of staff' who is not using this method they should assume this is not genuine contact.

- **How do you stay connected with families that have poor home wifi or limited digital resources?**
  Limiting video conferencing where possible reduces the strain on bandwidth so setting work that can be completed offline is a good alternative to help with this.

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