

Addendum



## Online Safety Policy Addendum COVID

To be read in conjunction with Online Safety Policy 20/21

Our Lady's Catholic Primary School,  
Barnstaple



12/01/2021

## **Introduction**

This addendum has been created following DfE guidance for schools during the coronavirus outbreak. It is an addendum to the School's Online Safety Policy and must be read in conjunction with the Online Safety Policy and other documentation, including but not limited to, Whole School Behaviour Policy and the Code of Conduct. All staff have a responsibility to be aware of systems within their school which support safeguarding including any temporary amendments to these.

## **Context**

Due to the coronavirus pandemic, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for certain children. Despite the changes, our Online Safety Policy is fundamentally the same with this addendum setting out some of the adjustments due to remote learning (digital learning taking place at home).

## **Online Safety in school**

Our Lady's Catholic Primary School will continue to provide a safe environment, including online. This includes the use of an online filtering system. Where students are using computers in school, appropriate supervision will be in place. Pupils must not be permitted to use mobile phones or personal tablets etc within school due to the risk of inappropriate content and use. The school's Online Safety Policy and Code of Conduct/Acceptable Use Policies must be followed by all staff, volunteers and children.

## **Online Safety away from school**

Online teaching should follow the same principles as set out in the school's Code of Conduct and the School's Acceptable Use Policies. Our Lady's Catholic Primary School will ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Live-streamed lessons/meetings form an important part of a blended approach to remote learning, providing opportunities for the enhancement of teaching and learning when pupils are not in school. As with all online activity it is important that all participants observe correct protocols when leading or taking part in live-streamed lessons/meetings.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- 1:1 video calls with pupils will not take place without a parent/carer present
- Video calls and meetings will only take place during normal school hours.
- Daily screen-time will be reasonable and proportionate for pupils and staff.
- Live-streaming of lessons will be used as part of a blended approach to remote learning in which non-screen-time-work has equal value.
- The member of staff will record the length, time, date and attendance for the lesson, and a note of anything of concern that happens in the lesson.
- Parents must be aware that the video call is happening.

- Parents must provide written consent to allow their child to take part in a live streamed lesson. By signing this document the parent is providing consent for his/her child to participate in live-streamed lessons that the parent is aware of.
- Parents have the right to withdraw their consent for their child to take part in remote lessons at any time. This will be done in writing/by email to, [admin@olcs.uk](mailto:admin@olcs.uk).
- Staff, children and other members of the household must wear suitable clothing.
- Staff will only use school accounts and devices for live-streaming.
- Staff will only use platforms provided or authorised by the school.
- Devices used by participants, including the member of staff, should be in appropriate areas, for example not in bedrooms; and where possible be against a neutral background.
- Language, behaviour and conduct must be appropriate, and consistent with normal school expectations, including that of any family members in the background.
- At the start of the lesson the member of staff will establish clear ground rules e.g. when and how students can speak. All participants will conform to these.
- Any poor behaviour towards the teacher or other pupils; or misuse of the system will be dealt with under the school's behaviour/discipline policy.
- Parents will not interact with the member of staff during the lesson unless invited to do so by the member of staff. Any concerns will be raised with the member of staff outside the live-streamed lesson.
- The member of staff will be sensitive to the needs and feelings of all children including those with SEND.
- Pupils/parents will not share usernames, passwords or access codes with anybody else.
- Only content agreed by the teacher will be shared in the live-streamed lesson.
- Video calls should have the prior agreement of a member of SLT. Calls will only take place at a pre-arranged time. The times of video calls will be published for parents and pupils in advance.
- Entry to a live-streamed lesson will only be through a link for the meeting/videocall distributed by the school. Only people invited by the member of staff are permitted to enter the lesson.
- Parents/children/third parties will not share the lesson link with anyone else.
- Video calls will be recorded by the school and stored on Google Drive or similar so that the video can be reviewed if the need arises.
- Parents, children and other third parties will not record the lesson by any direct or indirect means without the permission of the teacher/member of staff leading the lesson.

- The member of staff will have control over all participants' microphones and cameras.
- The member of staff will understand how to immediately end the lesson for all participants, and will do so in the event of unsuitable behaviour, language or content being shared/observed.
- The member of staff will remove any pupil from the live-streamed lesson without warning if he/she deems it to be necessary.
- Safeguarding concerns will be dealt with through the school's Safeguarding Policy and procedures.
- Live streaming if the School's Acceptable Use of Live-Streamed Lesson policy has been agreed to.

These bullet points form the Acceptable Use Agreement for live streaming which all parties are made aware of.

Parents/carers will be signposted to helpful guides/support both to aid their understanding and to keep children safe online. Advice for how to use certain apps, privacy of passwords and adjusting privacy and safety settings.

It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk. Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

### **Remote learning behaviour**

This policy should be read in conjunction with the school's Behaviour Policy and COVID-19 School Closure Arrangements for Safeguarding and Child Protection (especially section 14, peer on peer abuse).

The class teacher will clearly define the expectations of children's behaviour during any periods of remote learning. All members of the school community will follow the Acceptable use Agreements. Teachers will manage any breaches of this agreement through conversations with children and their parents. Any continued breach of the agreement will be raised with the SLT. The school reserves the right to remove any children from school platforms and from using school hardware.