



## Ditton Primary School E-Safety Additional Appendix COVID-19

### **Staff Online safety and working from home:**

With the current COVID-19 situation, we are encouraging more staff to work from home. While staff are working at home, we need to continue our duty of care for all staff and children during this time. We are putting these measures in place to ensure correct safeguarding takes place.

The pressures on children, young people and their families at this time are significant. There will be heightened awareness of family pressures for a variety of reasons including through having to stay within the household, through financial hardship or health anxiety. These areas should be considered in terms of setting any work for children to take part in and/or to undertake at home (including recognising the impact of online learning and ability to access on line resources). Staff may already be aware of the mental health of both children and their parents or carers, and should liaise about these with the Welfare Team as necessary. In addition they should refer any emerging concerns as they arise.

We will be communicating to other members of staff through staff emails and the use of TEAMS. We will be communicating to pupils through TEAMS, and phone calls when necessary. Where possible these phone calls should take place from the school telephone when in the building, on a personal device through the school divert system, the pastoral mobile phones or in extreme circumstances on a personal device using 141 to block your number and thus protecting your privacy.

To ensure safe internet use when using any live streaming program we must ensure that:

- Only school accounts are used not personal ones.
- Staff ensure that they use an appropriate space to have the live lesson and objects or information is removed from view.
- No 1-1 live lessons only whole class ones.
- Do not use a system not approved by school
- Record all class sessions on TEAMS so the session can be reviewed if necessary.
- Always have at least 2 teachers or school members online during the session.
- Ensure you use professional and appropriate language, this includes any family members in the background.
- The Year group channel can be closed after a live session so children cannot continue to message on the system.
- Everything posted on TEAMS is stored there even if someone deletes it. Our ICT support can manage this if needed.

Staff will be using school laptops and iPads to ensure data protection still remains. These devices must be stored in a safe place and not left unattended. We should be using the school drives where possible so as much work as possible is not stored on the computer itself. If a device is lost or stolen, this needs to be reported to school as soon as possible.

If any Teachers or Teaching assistants see anything inappropriate from either a colleague or a pupil, they must report it straight away via email to either Heads of school and it will be dealt with.

**All staff have completed additional E-Safety online training on the educare CPD programme we use as a school.**

Staff have been reminded to keep passwords safe and secure. During this time, passwords need to be updated regularly to ensure a limited risk of cyber security problems.

All staff have up to date security fire wall setting on their computers and if these become out of date staff will email our support desk for it to be renewed.

**Staff can access further guidance here:**

<https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home>

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>

**Peer on peer abuse**

We recognise the potential for abuse to go on between children, especially in the context of a school partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between children who are not currently attending our provision.

**Pupil online safety during COVID-19**

Children will be using the internet more during this period. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when students are learning at the school. The school continues to ensure appropriate filters and monitors are in place.

There is a lot of support available to keep pupils safe online. Below are some useful links to help parents and carers these should be shared with parents and available on school information websites:

- *Thinkyouknow (advice from the National Crime Agency to stay safe online)*
- *Internet matters (support for parents and carers to keep their children safe online)*
- *Parent info (support for parents and carers to keep their children safe online)*
- *LGfL (support for parents and carers to keep their children safe online)*
- *Net-aware (support for parents and carers from the NSPCC)*

We have been communicating with our parents to explain their role in this current situation and that they need to make sure that they are supervised while online. If parents have any concerns about their child online they can phone the school office to report any online issues. Parents will also be made aware of online ways of reporting online issues. Parents will be reminded that parental controls are activated on all devices.

To ensure all children can access the online learning, some children are loaning school equipment. This equipment has all of the restrictions online.

The TEAMS online live system tracks every conversation even if they get deleted so we can ensure all children are safe online. Only children in our school have login details for the system and the children can only talk to people in their class. Teachers have the ability to turn the channel off and on so start and stop conversations between the children. The children can only chat with their friends when a teacher is not online (they are unable to video or call anyone without an organised lesson).