

Lace Hill Academy

Addendum to Online Safety Policy for Covid-19

Context

During this unprecedented situation of a worldwide pandemic, many aspects of usual life have changed. In order to safeguard our pupils, staff and community we have made some adjustments to our school which are in the best interests of all aforementioned parties. A full risk assessment has been carried out and the measures in place are reflected within this document. This addendum will be reviewed regularly to ensure these remains the case.

'Usual' Online Safety Policy:

The school has an online safety policy, which is updated and reviewed as necessary. This addendum has been created specifically to address issues involved with the use of online technologies to communicate with pupils through any 'online sessions'. The school and staff have chosen to offer timetabled sessions to allow teachers to engage with the children and inform them about and reflect on their day's learning as well as time for social, PSHE based engagement.

Below are questions about concerns and issues that we are aware of to ensure the safety of pupils, staff and families.

Safety area	Expectations
Which software will be used for online provision?	As the staff are already using zoom for staff meetings, the decision was taken to expand our use of zoom to include pupils, as there was already some staff familiarity.
How will we ensure that all those involved are aware of safety rules/expectations?	An Acceptable Use Policy for online sessions has been devised and will be signed by all users before they are able to access the provision. This includes statements on safety, behaviour and understanding of principles for all users.
How will we ensure that children behave in an inappropriate manner?	The Acceptable Use Agreement states that pupils' devices should be set up in family spaces, meaning that parents/carers are able to oversee content. Video will be disabled for pupils.
How will parents know what is happening with their children's data?	All data is stored within areas controlled by GDPR and is not transferred outside these areas at any time.
How will we ensure that pupil's behaviour online is appropriate?	The Acceptable Use Policy will be shared with all pupils to remind them of their responsibilities at the start of each session. Normal classroom behaviour will be expected and children who do not adhere to this will have their access removed.
What if there is a complaint about	All sessions will be recorded and recordings stored in line with our data retention policy to ensure that evidence is maintained should there be any

behaviour of children or staff following a session?	complaints following sessions. A paper register will be kept for each session, showing who attended and who did not.
Will sessions be timetabled?	Yes, sessions will be timetabled and parents will be clearly informed in advance of when the sessions will take place. Sessions will also be strictly time limited, to ensure that they are purposeful and to the point.
What will be covered during the online sessions?	The sessions will not be 'online teaching'. They will be a chance for class staff and children to interact on a social level. They may include PSHE type activities, discussions about the children's home learning and other matters.
How will pupils join the sessions?	Pupils will be sent a link. Parents will then be asked to confirm if they wish for their child to engage and to complete the AUP. Pupils will be allowed to access when the session is opened by the staff member.
How will we ensure that as many children as possible are involved?	Plenty of notice will be given for sessions in advance. Sadly, we cannot provide hardware or connectivity for children at this time, to allow them to engage. Zoom can be accessed from almost all laptops and internet connected devices, either through an app, or through a web portal.

What happens if a child breaks these rules?

Any deliberate flouting of the rules will initiate the following steps to be taken:

Unacceptable behaviour during videoconferencing:

1st incident:

- Child will be muted for the remainder of the session.
- Teacher will contact pupil's parents following the session by phone and inform them of what occurred.
- Parents will be informed that if unacceptable behaviour is repeated in future, child will be excluded from the following online session.

2nd incident:

- Child will be muted for the remainder of the session.
- Teacher will contact pupil's parents following the session by phone to inform them that their child has repeated unacceptable behaviour during an online session. If this is repeated for a third time, child will be permanently removed from all online sessions.
- Child will be excluded from the following online session.

3rd incident:

- Child will be muted for the remainder of the session.

- Head Teacher will contact pupil's parents following the session by phone to inform them that their child has repeated unacceptable behaviour during an online session. Head Teacher will inform parents that their child will now be excluded from future online sessions.
- Child will be excluded from future online sessions.

Unacceptable use of the Email function within Purple Mash

1st incident:

- Child's access will be restricted immediately on the report of inappropriate use, while an investigation is undertaken.
- If unacceptable use is identified, Class Teacher will contact parents by phone and explain the incident. Teacher will explain that if this happens again, the child will be removed from the email function for a fixed period.
- Depending on the form of unacceptable use, the school's usual behaviour and anti-bullying policies will be applied.
- Child's access will be returned following this discussion.

2nd incident:

- Child's access will be restricted immediately on the report of inappropriate use, while an investigation is undertaken.
- If unacceptable use is identified, Head Teacher will contact parents by phone and explain the incident. Head Teacher will explain that if this happens again, the child will be removed from the email function permanently.
- Depending on the form of unacceptable use, the school's usual behaviour and anti-bullying policies will be applied.
- Child's access will be returned after a period of five days.

3rd incident:

- Child's access will be restricted immediately on the report of inappropriate use, while an investigation is undertaken.
- If unacceptable use is identified, Head Teacher will contact parents by phone and explain the incident. Head Teacher the child's access to the email function will now be permanently removed.
- Depending on the form of unacceptable use, the school's usual behaviour and anti-bullying policies will be applied.
- Child's access will be permanently removed.

Exceptions:

The steps above will be followed in the vast majority of incidents, however, if the unacceptable use is of a suitably serious nature, the Head Teacher, in discussion with other senior staff members, may choose

to omit steps from the process outlined above and move immediately to a permanent removal of access.