

## **St Francis Catholic Primary School**

### **Covid 19 Addendum to E-Safety Policy 2020-2021**

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the Department for Education with regards to working from home and distance learning.

#### **Online safety - outside school**

During this period of school closure where staff are interacting with children online, they will continue to:

- follow any existing guidelines relevant to online safety set out in the following policies:
  - Safeguarding and Child Protection Policy
  - E Safety Policy and associated AUPs
  - Staff Code of Conduct
- Staff should ensure all forms of communication with pupils and/or parent are done through official school accounts (school email/Microsoft Classroom/official school Facebook accounts) and that they maintain a level of professionalism in the language and tone that they use.
- Where staff are uploading resources for pupils to access, they should ensure these resources have been checked, are age-appropriate and of a high quality. If in any doubt seek advice from a member of the Senior Leadership Team (SLT).
- Where staff are directing children to websites to support their learning, they should be checked as suitable for their use.

#### **Safeguarding and Child Protection Policy 2020-21**

- Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in the Safeguarding Policy.
- DSLs are always available via phone, email or in person.

#### **Livestreaming lessons and Pre-recorded videos**

Staff will use a mixture of live sessions or lessons on Teams and or Zoom and pre-recorded material (videos or PowerPoints). When doing so they should:

- ensure settings have been adjusted to secure the sessions.
- ensure that they do not show any material that is not appropriate to pupils.

They should consider:

- A. Setting - is it a safe and appropriate place? What can be seen in the background?
- B. Purpose - could this content be shared in a different way?
- C. Approval - does this content need any prior approval from SLT?

#### **Key Reminders**

1. Staff must not use non-school agreed chat rooms, instant messages and personal email/social networking sites to communicate with pupils and/or parents.
2. Any accidental misuse of official school email/social media accounts should be reported immediately to the On-line Safety Lead (**Mrs M Parker and Mrs M Soares**)
3. Staff should report any incidents of concern for children's safety to the St Francis' DSLs. Concerns will be recorded on CPOMs

## **Working from Home - Online Safety**

The school's E-Safety Policy still applies during this period of closure, and staff are encouraged to use the school's Class Emails, Microsoft Classrooms,

If needed the school's preferred social media platform can be used: St Francis' Facebook page, to engage pupils and/or parents in their distance learning.

New accounts should only be created once approved by the Headteacher.

### **Key Reminders**

1. Staff will use school provided email addresses.
2. All communication on official school platforms will be clear, transparent and open to scrutiny.
3. Staff should ensure settings for Teams and Zoom are secure and password protected.
4. Public communications on behalf of the school will be cleared with the Headteacher prior to posting.

### **Useful Documents**

- 'How to secure your zoom meetings' can be obtained via the Zoom Website.

### **Staff Code of Conduct**

The school's Staff Code of Conduct still applies to any remote teaching and learning that takes place during this period of closure, and staff must use the school's preferred learning platform, Microsoft Classrooms and Zoom, for all teacher-pupil communication.

Where staff use their school email to communicate with pupils, they should ensure that all emails are politely, professionally and correctly addressed, acknowledged and responded to. All correspondence should be kept and not deleted. This is to safeguard all parties.

Staff should always act as good role models in their use of digital technologies, the internet and mobile devices.

### **Key Reminders**

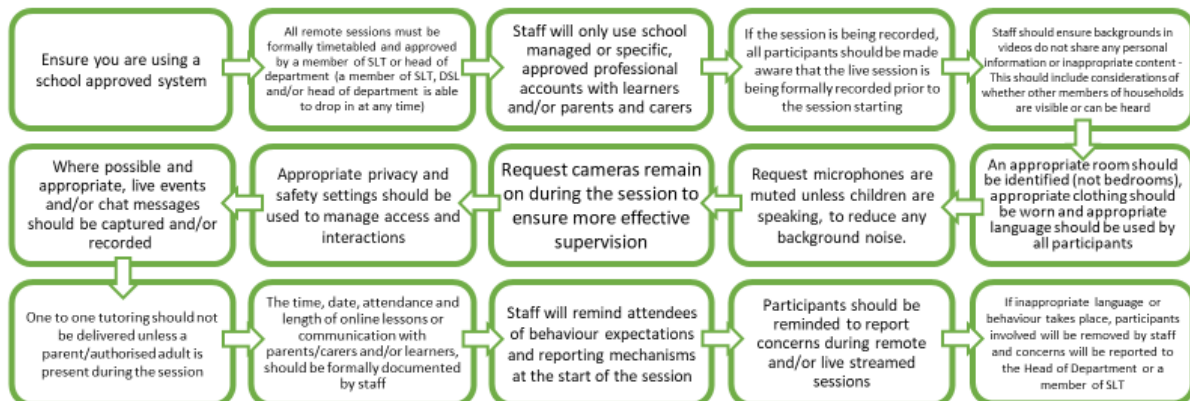
1. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
2. Staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
3. Communication with pupils must at all times take place within appropriate professional boundaries and must be transparent and open to scrutiny. Contact should only be made for appropriate professional reasons.
4. Staff should not post any comments on social media or the internet that could potentially be defamatory to the school or damage the school's reputation. Comments must not disclose confidential information relating to the school, its pupils, governors or employees.
5. Employees must not allow current or recent pupils access to their social media accounts, including adding them as 'friends'. It is the employee's responsibility to ensure that their accounts/passwords are secure and any potential breach should be reported to the Headteacher immediately.

## AUPs for Remote Learning

### Staff AUP

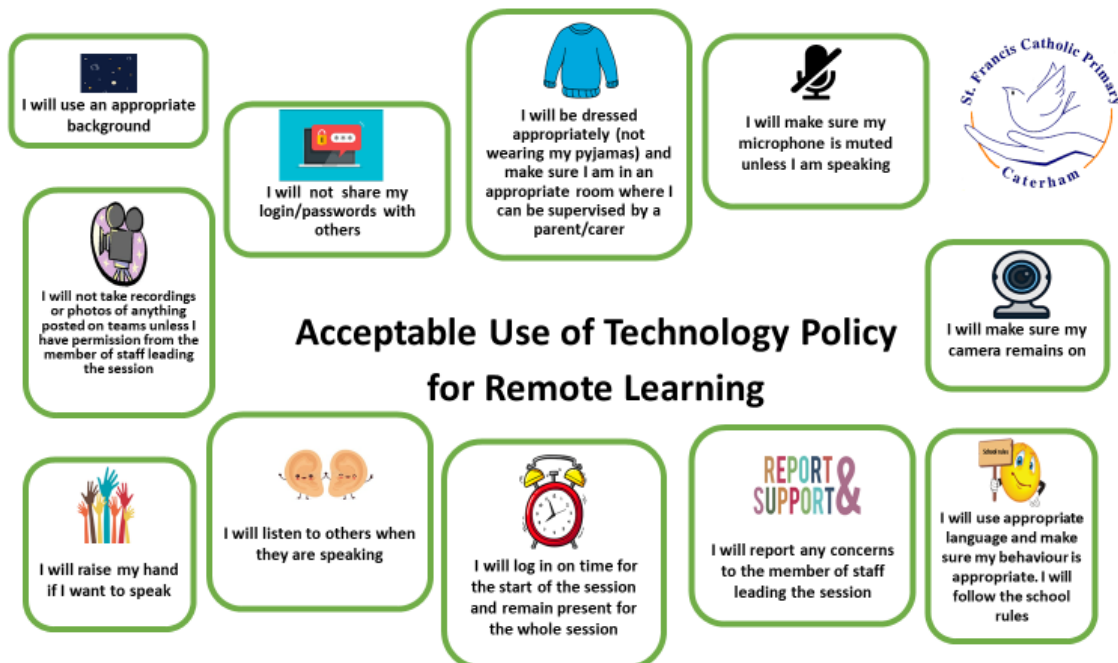


### Livestreaming – Keeping Children Safe Quick-Reference Guide



Any safeguarding concerns must be reported to the Designated Safeguarding Lead, in line with our Child Protection and Safeguarding Policy  
Ensure you are familiar with the Covid19 Addendum to the Child Protection and Safeguarding Policy and the Acceptable Use of Technology for Remote Learning and Online Communication

### Child AUP



### Acceptable Use of Technology Policy for Remote Learning