

## **Appendix 8**

### **Distance Learning**

#### **Introductory note for parents:**

Below is set out an appendix to the school's safeguarding policy which has been produced to meet the extraordinary circumstances in which staff are endeavouring to continue to support our children and families. Whilst intended for staff use primarily, we feel it is important for parents to understand the principals on which our current efforts are based.

We are utilising the Google for Education platform to deliver content wherever possible as this platform fully meets our GDPR and Safeguarding needs, and permissions from parents for the use of Google's services have already been collected.

We are making arrangements for at least two members of staff to be present in any live lessons being conducted, in the best interests of the safety of both staff and children participating in those lessons. However, this will not always be practical given the demands on staff during this period, both professionally and domestically.

Therefore, and having sought advice from our Trust GDPR lead, our external Data Protection Officer and the published guidance by the Information Commissioner's office, we will record and securely store any live lessons where two members of staff being present cannot be achieved. All participants joining a recorded lesson will be so advised.

These recordings will be stored digitally within the Google for Education platform and will not be accessible by any children. They will only be viewed by the teacher delivering the lesson and a member of the senior leadership team to respond to a query raised about the lesson by a parent, guardian or participant. Unless such a query is raised, the recordings will remain unseen. They will not be published by the school in any form. A record of which sessions are recorded will be kept. All recordings will be permanently and securely deleted after a period of 28 days. A record of the date of deletion will also be maintained. This procedure follows best practice guidance covering any

video recording within a school environment, such as lesson observations or CCTV recordings.

The recording feature is disabled on student accounts therefore parents can be assured that recordings cannot be made by children. Further, the ability to place video or voice calls via Google for Education is limited to staff members, therefore the platform cannot be used for such calls between themselves.

We would ask that parents remind children to leave a video call and not return to it when directed to do so by a member of staff at the end of a live lesson. This allows the teacher to then close the stream securely, ensuring that it doesn't remain open and unattended by a staff member. This removes the possibility that conversations can continue unmonitored and also that a stream remains active into homes when unintended.

We hope all parents will understand the need for us to be extra vigilant during this extraordinary time and to make sure we have robust safeguarding procedures in place.

Either within the Google for Education platform or via the Class Blogs on our school website, staff will make available links to content on external websites which we feel can support home learning. Whilst we make every effort to ensure that the content of any linked websites is wholly appropriate, including any advertising they might carry, we cannot be held responsible for the content of any third party websites. We would ask that parents remind children about the extensive eSafety learning that children have experienced in school and to act on that learning should any online content raise concerns. Staff will be making regular references to this learning during live lessons and will be setting tasks related to eSafety during this period.



## Safeguarding Policy: Appendix

### Children and online safety away from school

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the MAT code of conduct.

*St. Mary's, Bitteswell* will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider if or when delivering virtual lessons, especially where webcams are involved.

- The school has taken on board guidance from the [UK Safer Internet Centre](#) on safe remote learning and guidance for [safer working practice](#) from the Safer Recruitment Consortium. We have reviewed the code of conduct and information sharing policy accordingly
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- Staff have read the [20 safeguarding considerations for livestreaming](#) prior to delivering any livestreamed sessions
- Staff and children must wear suitable clothing, as should anyone else in the household.
- The live class should be recorded so that if any issues were to arise, the can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.

- Staff should record, the length, time, date and attendance of any sessions held.
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, [Childline](#), the [UK Safer Internet Centre](#) and [CEOP](#).
- Parents and carers have over time received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been reminded of the following links via the school website:
  - [Internet matters](#) - for support for parents and carers to keep their children safe online
  - [Net-aware](#) - for support for parents and careers from the NSPCC
  - [Parent info](#) - for support for parents and carers to keep their children safe online
  - [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
  - [UK Safer Internet Centre](#) - advice for parents and carers
- Free additional support for staff in responding to online safety issues can be accessed from the [Professionals Online Safety Helpline at the UK Safer Internet Centre](#).