



## **SAFEGUARDING WHEN LEARNING ONLINE**

Date approved: 16<sup>th</sup> March 2022

Signed: Simon Richards  
Chair of Governors

Review Date: March 2023

## Revision Record

Revision No.	Date issued	Prepared By	Approved By	Comments
1	10.02.2021	LN	FGB	New policy
2	09.02.2022	LN	FGB	Reviewed and dates updated

During the pandemic, children increasingly accessed learning online.

Details of the type of learning provided by Haylands Primary School can be found in the Blended Learning policy, which should be read in conjunction with this policy.

All those involved in a child's education need to recognise that there is a shared responsibility for online safety. For the purposes of this policy the 3 groups focused upon are pupils, parents and school staff

### **Expectations of pupils**

- We expect to pupils to use Google Classroom and associated uploads from school staff as these materials and links are always created and previewed by staff
- Use the YouTube links responsibly and refrain from extending the use of YouTube beyond the lesson
- Follow the guidelines for Google meets [Appendix 1]
- Use their school email account for school activities
- Communicate with their teacher through Google Classroom
- Refrain from using Google classroom as a 'chat room' unless in a supervised 'Meet'.
- Alert school staff and/or parents to any content they see that is deemed inappropriate
- Refrain from using Google hangouts to communicate with peers outside of school.

### **Expectations of parents**

- We expect Parents to have set appropriate controls on their children's devices to limit the opportunity for inappropriate contents to be searched for /found or distributed
- We expect parents to communicate regularly with school staff regarding accessing online learning and any difficulties with this
- Monitor their child's social interactions, unrelated to school work. E.g. WhatsApp, Tiktok, Instagram. This includes their use of their school Gmail account
- Broaden their own knowledge of websites that may be able to support them to keep their children safe on line. [Appendix 2]
- Communicate with staff appropriately via email or Class Dojo
- To respectfully observe working hours and to limit communication to between 9am and 5pm
- Parents can observe Google meets and observe their child working or talking to the members of staff and peers. Parents need to ensure that any comments made by children are kept confidential. If there is a concern from the meeting, parents need to contact the staff member leading the Google meet in the first instance to share their concerns.
- Parents are not expected to comment on the quality of teaching within a Google meet. If they have concerns about the quality of teaching, they need to speak to the member of staff in the first instance and then the line manager.

## **Expectations of staff**

- Staff will create bespoke materials for their pupils and only upload via Google Classroom or Class Dojo
- Where staff use external resources, e.g. website links, material created by a third party, they will always preview materials to ensure they are appropriate before uploading to Google Classroom
- Decline requests to access materials that come from outside of the school emails e.g. requests from a personal email address outside of the Haylands domain.
- Only use their school email address
- Where staff hold Google Meets with their class, they will always have a second adult present or, as an alternative, record the meet. Staff will be the first and last person on the meet (logging on 15 minutes prior to the meeting) to ensure that they can record it and children are not using this function unattended.
- Staff will invite children individually to the Google meet or use the open chat link on the stream. When there is not a Google meet planned, staff will keep the chat link hidden to ensure children are not using this unattended.
- Staff will alert Senior Leadership and parents where there is a concern regarding a child's online behaviours
- Staff will remind their pupils regularly of how to keep safe online
- Ensure pupils understand and follow the guidelines for Google Meets [Appendix 1]
- To maintain a healthy work/life balance by only communicating within working hours

## Appendix 1

# Google Meet Expectations

<p><b>BE ON TIME</b></p> <p>Log on a few minutes before the meet is due to start.</p> 	<p><b>BE IN A QUIET PLACE</b></p> <p>Try to find a quiet place. Turn off the TV and the radio. Use headphones if possible.</p> 	<p><b>BE PREPARED</b></p> <p>Device is charged, camera is on, use headphones if you have them.</p> 
<p><b>PRESENTATION</b></p> <p>Wear appropriate clothing, sit in the camera view</p> 	<p><b>MUTE YOURSELF</b></p> <p>Mute yourself when the teacher or another student is talking.</p> 	<p><b>PARTICIPATION</b></p> <p>Be focused. Be attentive. Be an active participant.</p> 
<p><b>CHAT RESPONSIBLY</b></p> <p>Raise your hand to speak either literally or use the chat bar. Type your questions in the chat bar</p> 	<p><b>COMMUNICATION</b></p> <p>Speak clearly. Look up when speaking. Stay on topic - no chatting! Use the chat bar responsibly</p> 	<p><b>BE RESPECTFUL</b></p> <p>Be kind. Be considerate.</p> 

## **Appendix 2**

The following websites will support parents and carers to keep their children safe online:

**Thinkuknow** provides advice from the National Crime Agency (NCA) on staying safe online.

**Parent info** is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.

**Childnet** offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.

**Internet matters** provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world.

**London Grid** for Learning has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online.

**Net-aware** has support for parents and carers from the NSPCC, including a guide to social networks, apps and games.

**Let's Talk About It** has advice for parents and carers to keep children safe from online radicalisation.

**UK Safer Internet Centre** has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services.

## **Reporting**

In the event your child were to be exposed to any harmful or upsetting content, visit the following websites to report it as well as bullying and online abuse.

<https://reportharmfulcontent.com/>

<https://www.ceop.police.uk/safety-centre/>

<https://www.anti-bullyingalliance.org.uk/tools-information/if-youre-being-bullied>