

Chalk Ridge Primary School

Safeguarding Protocols for Virtual Teaching and Learning



Agreed and adopted: January 2021

Next review: January 2022

Rationale

At Chalk Ridge Primary School we are committed to the safety of our children at all times including when delivering remote teaching and receiving learning on-line.

The use of the internet requires children, staff and parents to put in place measures and systems to safeguard and protect children.

Online Learning – overview of responsibilities

- All online lessons will be conducted during school hours. In some circumstances, staff may arrange after school catch up sessions for small groups or individuals, this will be after discussion and agreement with both the parent and Headteacher/Deputy Headteacher.
- Staff and parents must only use the Zoom links included on the school website on the secure, password protected Parent Portal to join meetings.
- Staff and parents must not share the Parent Portal password and user name with anyone else without agreement from the Headteacher.
- Pupils and parents must behave in a respectful, considerate and kind manner when they are in sessions.
- Children must listen to and take direction from their teacher/LSA.
- Pupils and parents must use suitable language during the duration of the lessons/meetings. Swearing will not be allowed and the teacher will stop the meeting immediately.
- Pupils and parents will be suitably dressed to attend lessons/meetings.
- Pupils are expected to participate actively in lessons and complete tasks to the best of their ability. Teachers/LSAs will provide encouragement and we expect pupils to try their very best.
- Usual safeguarding protocols and procedures will be followed if the teachers/LSAs notice anything inappropriate during the video/meeting.
- It is the responsibility of the parents and carers to ensure that a suitable device is used to access lessons. It needs to be charged and have a good internet connection.
- Pupils must be in an appropriate location.

For all display screen users

All children and adults must be mindful of the impact of increased screen time (screen fatigue) on their physical and mental wellbeing. Teachers and children are encouraged to use strategies such as taking regular breaks, having some fresh air or going for a walk if appropriate, having snack breaks, and time away from the screen, as well as ensuring that the physical environment for working at the screen is comfortable, such as a comfortable chair, provision of natural light, and checking posture and stretching.

Data protection

When accessing personal data for remote learning purposes, all staff members will:

- Have read, agreed to the terms and conditions of the Acceptable Use Policy.
- In the event of remote learning, office staff will make available the contact details of pupils via IT systems in school.
- Contact details of pupils should not be downloaded on to own personal devices.

Responsibilities of Teachers

Setting Remote Learning in the event of Whole or Partial Lockdown

Teachers are responsible for: -

- Delivering lessons live or recorded and setting learning assignments for children in their class/year group using Zoom.
- Teachers of children in EYFS and KS1 may use a combination of alternative online platforms to deliver lessons, e.g. Phonics Play and set assignments via the Home Learning Pages on the school website.
- Teachers may also set work that incorporates online platforms and materials recommended by the DfE e.g. White Rose, Oak Academy, Purple Mash.
- In the absence of hands-on-access to books during remote learning, children should be encouraged to continue to access the Oxford Owl reading materials.
- Where teachers are teaching “live” in the classroom on a Zoom or Teams call, the camera will be focussed on teaching.
- For children in our Early Years Foundation Stage, we know that learning happens best through play, where they can pursue their own interests and where they can explore, create and think critically. During remote learning, EYFS teachers will provide, via the school website, a mixture of short, online lessons/sessions plus ideas for practical and creative activities that children and parents can engage with at home.
- Register will be taken at the start of each session by the teacher leading the session. If the teacher notices that children do not attend, the school will contact the family to establish how best to support and engage the child.

Virtual Meetings

During remote learning, all staff are expected to:

- Be available to attend virtual meetings.
- Dress in an appropriate and professional manner.
- Select areas to be recorded for virtual meetings carefully: there should be little background noise and there should be nothing inappropriate/personal visible. (Blank/neutral backgrounds are ideal to prevent sharing of personal details or information about staff.

Processing personal data

Staff members may need to collect and/or share personal data such as personal contact numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals will not need to give permission for this to happen. However, staff are reminded to collect and/or share as little personal data as possible online. Personal emails of staff should never be used or shared with parents or pupils - dedicated school email addresses only should be used.

Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure.

This includes, but is not limited to : -

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device.
- Making sure the device locks if left inactive for a period of time.
- Ensure that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons.

Responsibilities of Office Staff

- Update school website with remote learning, in conjunction with class teachers, and keep parents/carers informed of updates.
- Provide technical support for staff.
- Support families with technical difficulties in order to enable remote access.
- Review the security of remote learning systems and identify any data protection breaches.

Responsibilities of Pupils

- Complete online learning.
- Children are expected to join the meeting 2 minutes earlier than the scheduled time, to ensure a smooth start to the teaching and learning session.
- Join virtual sessions with the camera on and on mute.
- Alert teachers if their work is not submitted.
- Seek help from teachers online if needed.

Responsibilities of Parents/ Carers

- Support children each day to make sure that they have registered, accessed learning and submitted tasks.
- Alert staff if their child is sick or unable to submit/access learning.
- Seek help from teachers using staff email addresses where necessary.
- Not sharing the device among extended family or friends.
- Install antivirus and anti-spyware software when required.
- Keeping operating systems up to date – always install the latest updates.

- Try to avoid interruptions from younger siblings or family pets in teaching sessions, but the school accepts that this can be a tricky balance of supporting home learning with the needs of the household.

Monitoring arrangements

This policy will be reviewed at appropriate intervals by the Head teacher, Senior Leadership Team and Governing Body Curriculum Committee.

This protocol/policy should be read in conjunction with the following policies :-

Safeguarding and Child Protection Policies

Confidentiality Policy

E-Safety Policy

Data Protection Policy

Acceptable Use Policy

We can check that this is working by:

- Review of this policy will be at appropriate intervals by the Governing Body, Senior Leadership Team and class teachers.