

### Staff and pupils working from home

Staff need to continue to have regard to Keeping Children Safe In Education (KCSIE) 2019.

DfE Guidance issued in April 2020 reminds us that "Children should continue to be protected when they are online". It adds:

"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."

#### ***Advice to parents***

When pupils are at home, the focus of our approach is education and awareness raising. As such, the Headteacher will regularly remind parents about things they can do to help keep their children safe when they are online, including:

- Recognise that due to the current situation children are going to be spending considerably more time online
- Don't worry so much about screen time – rather focus on screen use
- Encourage breaks from tech use
- Talk to your children – take time to understand what they are doing online
- Allow children the opportunity to communicate privately with their friends if they cannot meet them face-to-face
- Ensure parental controls are set appropriately

#### ***Peer on peer abuse***

We will ensure that pupils and parents are aware of how they can escalate any concerns about online bullying or safeguarding. This will usually be by contacting the Head of Year in the first instance.

We will provide parents with links to online support:

<https://www.thinkuknow.co.uk/>

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

<https://www.saferinternet.org.uk/advice-centre/young-people/resources-11-19s>

<https://www.internetmatters.org/parental-controls/>

#### ***Vulnerable pupils***

There is a continuing importance for school staff to work with and support children's social workers and the local authority for looked-after and previously looked-after children, as well as those on CP plans and free school meals. Staff should be more closely assessing the responses of these children to online learning and should raise concerns about a lack of engagement with their line manager as soon as they have such a concern.

#### ***In school***

It is more important than ever that schools provide a safe environment, including online. We will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources.

#### ***Outside school***

We will continue to do all that we reasonably can to keep all pupils safe, even if those pupils are not physically present in school. All staff who interact with pupils, including online, must continue to look out for signs a child may be at risk and deal with those concerns in accordance with the school's child protection policy.

### ***Contacting the DSL/Headteacher***

In this period when the school is closed, at least one member of staff with DSL training will always be on site; a member of the SLT will also always be available on site. In addition, the Headteacher can be contacted either by email or by calling 07719 408129.

### ***Advice to Staff***

Staff are bound by the child protection and safeguarding procedures already in place with regard to lines of communication: concerns about the welfare of a child must be raised with the DSL, concerns about the behaviour of an adult must be raised with the Headteacher.

### ***Online learning***

During this unusual period, we are committed to having arrangements in place to keep children not physically attending the school safe, especially online.

Staff must only use platforms approved by the school.

Communication with children both in the "real" world and through web and telecommunication interactions should take place within the explicit professional boundaries as set out in the Staff Code of Conduct.

Adults should:

- a. not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work
- b. not give out their personal details
- c. use only the equipment and internet services provided/approved by the school
- d. only use internet-enabled personal devices in line with school acceptable use policies
- f. ensure that their use of technologies could not bring their employer into disrepute
- g. not discuss or share data relating to children/ parents / carers in staff social media groups
- h. not transmit pictures/video of themselves from webcams without seeking permission from their line manager

Staff need to have a clear boundary between their professional and personal life. They may now be using a range of new platforms to communicate with colleagues and pupils (and parents) but care should be taken to ensure that they are not using personal accounts to do this but rather a professional account set up for school work/communication only.