Annex to E-Safety Policy – Version 2.0
Keston Primary School
14/01/21

E-Safety measures during COVID-19

Context
In response to the current situation (COVID-19) the way learning takes place has altered. Throughout the pandemic, we will continue to provide a safe environment for all, including online. The use of our online learning tools and systems are in line with privacy and data protection and GDPR requirements.

DfE guidance requires that schools have contingency plans in place should IT staff become unavailable, including ensuring that staff with the appropriate technical knowledge can cover to maintain safe arrangements.

For those who are not physically attending school, we recognise that these pupils will be spending increased time online, either participating in school work or as part of extended 'free-time' due to lockdown procedures in place nationally.

We recognise that this will pose increased risk to children, including:
• Grooming
• Exploitation, both criminal and sexual
• Radicalisation
• Peer on peer abuse, including cyber-bullying
• Sexual harassment

All staff who interact with pupils and parents, including email interactions, will continue to be vigilant and look out for signs that a child's safety and welfare might be at risk. Staff are reminded that further information about the safeguarding themes listed above can be found in Annex A of 'Keeping Children Safe in Education' (Sept 2020)

Online safety is an important part of keeping everyone safe at Keston and as such all guidance within the existing E-Safety Policy remains the same, with the below as additional information.

Online safety
In the event of students using computers in school, appropriate supervision will be in place as usual. Parents have been directed to further information regarding supporting the online safety of their children through safeguarding newsletters. There are also further links to support online safety on the school website.

Microsoft Teams
Microsoft Teams is the main programme which staff will use to communicate in the form of virtual meetings. The use of this programme may involve staff solely from Keston Primary School, across PACE Academy Trust or, in the case of safeguarding meetings, professionals from outside of our school network e.g. social workers, police etc. This programme is also being used for children across Key Stage 1 and 2 with their live lessons and also wellbeing check in sessions. When using Microsoft Teams to communicate within virtual meetings or through live lessons, the following should be adhered to:

- Any documents shared on the screen through Microsoft Teams should be appropriate and relevant.
- Invitations are emailed out from T2P and staff should ensure that they are meeting GDPR regulations to protect identities of participants.
- Invited guests should only enter the conversation – a waiting room is set up and others can enter via the lobby when someone allows them to.

- If staff are using a camera function, they should ensure they are suitably dressed for the virtual meeting.
- Backgrounds can be changed or blurred to aid privacy, so meetings can be held at home. If this option is not used, staff should ensure that the background does not display any inappropriate or personal images.
- When meetings are taking place, staff should ensure they are in a private room away from others. This is particularly important in the case of virtual core groups and Child Protection conferences.
- Staff should ensure the meeting is not being filmed in any way.
- Any notes taken during virtual confidential meetings should be entered securely onto CPOMS.

Recording of Videos

Currently, staff are using videos to record lessons for pupils to set learning and share information each week. These are done via Loom, and the link is added onto the Google Classroom assignment. When staff are planning to record a video to post onto the online platform, it is important that the following guidance is adhered to:

- Staff should ensure they are suitably dressed for the recording, adhering to the school's existing professional code of conduct.
- Staff should ensure that the background of the video does not display any inappropriate or personal images. The background of the video should be as plain as possible.
- Staff should ensure they are in a private room away from others. There should be no background noise present during the video recording.
- Staff should use child appropriate language ensuring they are professional at all times.

One to One E-mail Contact

During these unprecedented times, teachers are communicating with parents, and where appropriate children, through class email accounts. This communication should only happen through the class email and never from a staff member's personal account.

When using Google Classroom, children can private comment a teacher, and vice versa. When commenting, staff must remain professional and ensure conversation is about the task or question the child has. Partner teachers and SLT have access to individual staff's Google Classroom, and comments can be monitored.

When having this online communication, staff should ensure they are following the staff code of conduct, remaining professional and courteous at all times. Staff should ensure that they do not handover any personal information during this email exchange. Personal photos should never be sent to parents.

During school closure, the class email accounts will be used to receive photos of children and their work. Staff must ensure that these photos are kept private and should not be viewed be others. Photos of children should never be sent onto others.

Whilst communicating with parents through the class email, it is vital that teachers continue to look out for signs that a child may be at risk. These may differ from typical triggers in a school environment. Teachers must report any concerns through CPOMS in the usual way.

Links

Some of the children's home learning will use the links below. These websites are known to be child appropriate, regularly monitored and have high levels of security. Parents and children will be directed to safe links through PowerPoints created by teachers. Staff must ensure any links provided are appropriate and safe.

Oak National Academy: https://www.thenational.academy/online-classroom
White Rose Maths: https://whiterosemaths.com/
BBC Bitesize: https://www.bbc.co.uk/bitesize