Safeguarding and E-Safety Policy for Remote Learning

Reviewed:	May 2020
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Person responsible for policy:	DCC

Safeguarding and E-Safety Policy for Remote Learning Policy Contents

This Policy includes:

- Students and staff responsibilities regarding distance learning.
- Behaviour and attendance
- Distance learning and its impact on the safeguarding of children.
- Information for parents on how to ensure your child is staying safe online.

A separate policy (Student Use of ICT Policy) applies to student use of ICT and can be found within the E-Safety Policy.

This policy should be read in conjunction with the Schools Data Protection Policy, Data Transfer Security Policy and Data Retention Policies. Droitwich Spa High School and Sixth Form Centre takes its responsibilities as a data controller and data processor seriously and is committed to using any personal data collected and held in accordance with the law. The schools policies in regard to personal data as well as the relevant privacy notices in relation to personal data are available on the School's Portal or web site and employees are expected to read and be familiar with them.

The School's Data Protection Officer is the *Governance Manager* who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk

Additionally, there is also an acceptable use policy for staff and students, intended as a quick reference document displayed in ICT classrooms.

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1. Students and staff responsibilities regarding distance learning.

1.1 Student Responsible Use policy for distance learning.

Responsible use protocols for ICT and E-Safety for pupils are detailed in the schools' "Policy on the Acceptable Use of ICT and E-Safety", which relates to the use of a range of technologies, including Virtual Learning Environments. Pupils must not use social media (Instagram etc.) to communicate with teachers. Please use only the official school email / communication channels as instructed.

Students should not use social media to share lesson resources. Students have been made aware of this in their ICT lessons but the policy can also be found on the portal.

1.2 Staff Responsible Use policy for distance learning.

Staff will refer to the "Staff ICT Security and Acceptable Use Policy" This can be found on the 'internal forms and documents' section on the Staff portal.

Staff undertaking distance/online teaching will report to the DSL and/or Head of E-Safety any actions or incidents which cause concern in the course of an online lesson or virtual learning communication.

All staff should use school-based systems such as Teams/Office 365/e-mail to communicate with pupils and/or parents. This is the same as working in school. Teams allows teachers to gather messages from one class together and is therefore the preferred option (rather than email) in that instance. Please note that video call is a prohibited method of communication.

2. Behaviour and attendance

2.1 Who is accountable for what students are doing online during 'lesson' time?

The teacher is responsible for the work set for the pupils to complete at home. However, if they have any concerns about behaviour or actions, these should be reported to the pastoral team and safeguarding, if required.

2.2 Criteria for monitoring attendance

Registers taken by class teachers, as organised by the attendance officer, will be used to record and monitor attendance. If a pupil does not sign into online lessons, the teacher will contact the pupil and if they get no response and/or lack of attendance is a concern, will alert their tutor. The tutor will then liaise with parents.

3. Distance learning and its impact on the safeguarding of children.

3.1 How does distance learning impact children about whom there are pastoral or safeguarding concerns?

The Pastoral and Safeguarding Teams will, in liaison with heads of year, will identify those pupils of concern and will take the necessary action to ensure that they are supported and safe. This may involve liaison with Children's Services, CAMHS and medical services, as appropriate. Teachers will be made aware if a child's situation impacts the online teaching protocols or agenda.

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3.2 How do students know who is contacting them?

Staff will be using the school-based system (Office 365) which are password protected. Therefore, if they are contacted by 'a member of staff' who is not using this method they should assume this is not genuine contact.

4. Information for parents on how to ensure your child is staying safe online.

4.1 What implications are there with pupils and parents sharing staff content on social media?

Pupils/parents are asked not to share lesson content online.

4.2 What e-safety resources should be shared with parents?

If you have any additional concerns, there is an online safety for parent's course available. This and any other appropriate information can be found on the website under Parent Information.

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