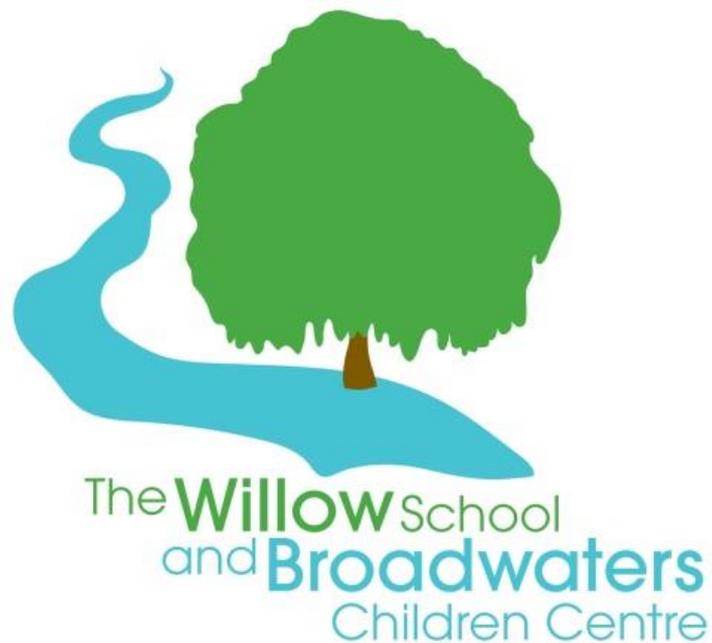


Online Safety Policy

The Willow Primary School

Spring 2021



Written by:	Safiya Clunis	Date: 19.01.2021
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Next review due by:	20.01.2023
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1. Aims

Our school aims to:

- › Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors.
- › Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology.
- › Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- › [Teaching online safety in schools](#)
- › [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- › [Searching, screening and confiscation](#)

It also refers to the Department's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

3. Roles and responsibilities

3.1 The governing board

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governing board will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The governor who oversees online safety is **Marilyn Francis (BILC Chair of Governors)**.

All governors will:

- › Ensure that they have read and understood this policy.
- › Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (Appendix 3)

3.2 The headteacher

The head teacher, **Dawn Ferdinand** is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The designated safeguarding lead

Details of the school's DSL (Dawn Ferdinand – Head Teacher) and all deputy safeguarding officers are set out in our child protection and safeguarding policy as well relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- › Supporting the SLT in ensuring that staff understand this policy and that it is being implemented consistently throughout the school.
- › Working with the rest of SLT, the ICT manager and other staff, as necessary, to address any online safety issues or incidents.
- › Ensuring that any online safety incidents are logged on *MyConcern* and dealt with appropriately in line with this policy.
- › Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy.
- › Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs).
- › Liaising with other agencies and/or external services if necessary.
- › Providing regular reports on online safety in school to the SLT and/or governing board.

This list is not intended to be exhaustive.

3.4 The ICT technician.

The ICT technician is responsible for:

- › Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material.
- › Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- › Conducting a full security check and monitoring the school's ICT systems on a weekly basis.
- › Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.

- › Ensuring that any online safety incidents which occur during his lessons or under his supervision are logged on *MyConcern* (also see appendix 5) and dealt with appropriately in line with this policy.
- › Ensuring that any incidents of cyber-bullying are reported on *MyConcern* and dealt with appropriately in line with the school behaviour policy.

This list is not intended to be exhaustive.

3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- › Maintaining an understanding of this policy.
- › Implementing this policy consistently.
- › Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2).
- › Working with the DSL to ensure that any online safety incidents are logged on *MyConcern* and dealt with appropriately in line with this policy.
- › Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy.

This list is not intended to be exhaustive.

3.6 Parents

BILC will build a partnership approach to online safety and will support parents/carers to become aware and alert by:

- providing information on our school website;
- offering specific online safety events for parents/carers;
- highlighting online safety at existing parent events;
- sending links and information to parents to promote online safety.

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy.
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2).

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? - [UK Safer Internet Centre](#)
- Hot topics - [Childnet International](#)
- Parent factsheet - [Childnet International](#)

3.7 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 3).

4. Educating pupils about online safety

'It is recognised by BILC that the use of technology presents challenges and risks to children and adults both inside and outside of school/CC. BILC will empower, protect and educate the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate.'

- BILC Safeguarding and CP Policy 2020-2021

Pupils will be taught about online safety as part of the curriculum:

The text below is taken from the [National Curriculum computing programmes of study](#).

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private.
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly.
- Recognise acceptable and unacceptable behaviour.
- Identify a range of ways to report concerns about content and contact.

By the **end of primary school**, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not.
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous.
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them.
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met.
- How information and data is shared and used online.
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know.

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

5. Educating parents about online safety

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our school website thewillow.haringey.sch.uk. This policy will also be shared with parents.

Online safety will also be covered during parents' evenings, where relevant.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with either [Umarani Nathan \(our parental engagement lead\)](#) or the class teacher who will pass their concerns onto the headteacher/DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils through PSHE lessons, annual online safety weeks and in ad hoc circle time sessions where needed, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their classes, and the issue will be addressed in assemblies by the headteacher, PSHE leader and the NSPCC.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

The schools' parental engagement lead [Umarani Nathan](#) also sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected. Updated information is also posted on our school website.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on [screening, searching and confiscation](#).

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1-3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1, 2 and 3.

BILC acknowledges that whilst filtering and monitoring is an important part of the schools/CC online safety responsibilities, it is only one part of our approach to online safety.

- *Learners will use appropriate search tools, apps and online resources as identified following an informed risk assessment.*
- *Learners' internet use will be supervised by staff according to their age and ability.*
- *Learners will be directed to use age appropriate online resources and tools by staff.*

8. Pupils using mobile devices in school

Pupils may bring mobile devices to school where necessary for travelling to and from school, but are not permitted to have access to them nor use them during the school day. Therefore, once arriving on site, all mobile phones must be handed in to the school office where they will be kept securely until the end of the school day. Students must collect them from the office before leaving the school building.

During current circumstances (during the Coronavirus pandemic), to aid social distancing requirements and current health and hygiene routines, we are asking students NOT to bring in personal items from home. If mobile phones are required for safe travel to and from school, they should be handed in to class teachers before class (instead of the office) and collected before leaving the school site at the end of the day.

Any breach of the acceptable use agreement (Appendices 1 & 2) by a pupil may trigger disciplinary action in line with the school behaviour policy and restorative approaches system, which may result in loss of Golden Time and a meeting (involving parents/carers) with a member of the school's senior leadership team. Extreme cases may result in the confiscation of devices and involvement with relevant partner agencies such as the police.

9. Staff using work devices inside and outside school

'BILC recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2020 and EYFS 2017 has appropriate policies in place that are shared and understood by all members of the community.'

– BILC Safeguarding and CP policy 2020-2021

9.1 Staff use of technology in school.

Each classroom has a desktop computer, interactive whiteboard (C-Touch) and visualiser. Each year group has a black and white printer (shared between two classes) and a digital camera which can be used for teaching and learning/evidencing purposes. These cameras must be used solely for in-school activities or on school-trips. Images/videos captured on these must be deleted once used and not shared via social media or stored on personal cameras/phones.

When sharing images and videos with the class, the teacher must have looked at the material ahead of the lesson so he/she is aware of its appropriateness and content before it is displayed on the interactive whiteboard. When flicking between pages or websites, the teacher should use the freeze option on the C-touch remote and only unfreeze once the desired image is ready to show. This is a way of safeguarding against unwanted pop-ups and unpredicted/unwanted image search results.

9.2 Staff use of technology out of school.

There are a limited amount of school iPads, Chromebooks and laptops which can be hired out and used for school-related tasks by staff. Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 3.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager, **Azeez Alimi**. Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our school behaviour policy and restorative behaviour management systems. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures/staff code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

The DSL will undertake child protection and safeguarding training, which will include online safety, annually at the start of every new academic year. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety using *MyConcern*. Any child protection/safeguarding concerns will be reported using *MyConcern* and the DSL/deputy DSLs will monitor and respond to these regularly.

This policy will be reviewed every two years by the school's computing lead. At every review, the policy will be shared with the head teacher and governing board.

13. Links with other policies

This online safety policy is linked to our:

- › Safeguarding and Child protection policy
- › Behaviour policy
- › Staff disciplinary procedures
- › Data protection policy and privacy notices
- › Complaints procedure
- › ICT and internet acceptable use policy
- › The Willow School Guide to using Google Meets for remote teaching

11. Use of online resources for Home Learning, Blended Learning or The Remote Classroom.

Where children are asked to learn online at home (either as part of weekly home learning or in response to a full or partial closure):

- BILC will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with learners and parents/carers will take place using school/CC provided or approved communication channels; for example, school provided email accounts and phone numbers and/or agreed systems e.g. Google Classroom, Microsoft 365 or Zoom.
- Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our schools behaviour policy/code of conduct.
- Staff will follow guidance set out in our Guide to Using Google Meets (Appendix 5) as well as the expectations for home learning and the remote classroom (Appendix 6).
- Staff and learners will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.
- When delivering remote learning, staff will follow the expectations set out in Appendix 6.
- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. BILC will continue to be clear who from the school/CC (if anyone) their child is going to be interacting with online.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

When I use the school's ICT systems (e.g. computers, laptops, Chrome books or iPads) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them.
- Only use websites that a teacher or adult has told me or allowed me to use.
- Tell my teacher immediately if:
 - I click on a website by mistake.
 - I receive messages from people I don't know.
 - I find anything that may upset or harm me or my friends.
- Use school computers for school work only.
- I will be kind to others and not upset or be rude to them.
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly.
- Only use the usernames and passwords I have been given.
- Try my hardest to remember my AR, Athletics and Google Classroom usernames and passwords.
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer.
- Save/upload my completed work on the school network/Google Drive.
- Check with my teacher before I print anything.
- Log off or shut down a computer when I have finished using it.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these. I will ensure that my child is safeguarded as best as possible at home and he/she is accessing only suitable age-related material, apps or websites outside of school hours.

Signed (parent/carer):

Date:

Appendix 2: KS2 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy.

When I use the school's ICT systems (e.g. computers, laptops, Chrome books, iPads) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only.
- Only use them when a teacher is present, or with a teacher's permission.
- Keep my AR, Mathletics and Google Classroom usernames and passwords safe and not share these with others.
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer.
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others.
- Always log off or shut down a computer when I'm finished working on it.

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity.
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher.
- Use any inappropriate language when communicating online, including in emails or on the Google Classroom stream.
- Log in to the school's network using someone else's details.
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision.

If I carry a personal mobile phone or other personal electronic device into school:

- Hand my phone in to the school office (or class teacher) when I arrive and collect it at the end of the day.
- I will not use it during lessons, at after-school clubs or BESS or during other activities organised by the school, without a teacher's permission.
- I will use it responsibly outside of school, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online with school friends.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these. I will ensure that my child is safeguarded as best as possible at home and he/she is accessing only suitable age-related material, apps or websites outside of school hours.

Signed (parent/carer):

Date:

Appendix 3: Acceptable use agreement (staff, governors, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/governor/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material).
- Use them in any way which could harm the school's reputation.
- Access social networking sites or chat rooms.
- Use any improper language when communicating online, including in emails or other messaging services.
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network.
- Share my password with others or log in to the school's network using someone else's details.
- Use personal devices to take photographs and/or store images or videos of students.
- Take photographs of pupils during school trips without checking with class teachers first.
- Share confidential information about the school, its pupils or staff, or other members of the community.
- Access, modify or share data I'm not authorised to access, modify or share.
- Promote private businesses, unless that business is directly related to the school.
- Show children images, videos or online material which I have not vetted prior to the lesson.

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):

Date:

Appendix 4: Online safety training needs – self audit for staff

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member/volunteer:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a pupil approaches you with a concern or issue about online activity?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

Staff are advised to complete this form at the start of each academic year and send it to the school's computing lead.

Appendix 5: The Willow School Guide to Using Google Meets for The Remote Classroom.



Written by Miss Safiya Clunis (November 2020)

Rationale

Providing educational resources for every pupil.

During these unprecedented times, schools are having to adapt and find alternative ways to provide regular learning experiences for students in the case of pod/school closures. Nothing seems quite as valuable as good old-fashioned classroom learning but with social distancing measures still in place and many families still having to get used to home-learning, this is not possible for every child, yet every child in the UK is still entitled to (and deserves to) receive a free, quality education.

Here at The Willow School we are currently providing a high quality education for every student who is able to attend school in the usual way.

We are using Google Classroom to facilitate home learning every Friday afternoon. We are also posting regular head teacher updates and assemblies via the class stream (on Google Classroom) or via the school's YouTube channel. Where relevant, links for these are sent out to families and staff by Uma Nathan. Our students are also signposted to wider online materials such as Mathletics.co.uk, BBC Bitesize and Oak National Academy for remote learning when not in school. A ten-day timetable, linked to current learning in each year group is provided on our website for children who are having to study at home due to isolating or having to quarantine temporarily. These will soon be posted on Google Classroom by class teachers.

As an Outstanding-rated school (Ofsted 2017), we are always evaluating current practice, even in trying times such as this, to try to offer the best possible service we can. Surveys are regularly being conducted to provide us with teacher, parent and student feedback regarding our current home learning systems. It was clear, from this feedback that for many pupils during the original lockdown and national school closures, that what pupils were missing most was regular pupil/teacher interaction that our phone calls and messaging via Dojo alone was not able to provide. With the uncertainty of whether there will be another full lockdown in the near future, we must be forward-thinking and be prepared to move towards the possibility of providing a virtual classroom experience online in the safest possible way in a Remote Classroom is ever needed for certain year groups or for the whole school.

Our School Ethos

“We continually strive to improve what we offer so that when each and every child leaves, they will look back on their life with us with pride about their achievement and joy with their memories.”

Google Meets Guidance for Teachers

10 Safeguarding tips for school staff hosting online meetings with pupils (see Appendix 1):

- Always use your work Google account to access Google Meets for these sessions. Any calls or meetings hosted should be done through a school account registered to your Google Classroom account only.
- Avoid accessing Google Meets using your mobile phone. As well as being impractical (as you may not be able to see all users or features easily on a mobile device), there have been instances of video conferencing software sharing data with social media channels (such as Facebook) without permission. Do not screenshot or share images of your session.
- When holding 1:1 meetings with a student ensure that the session is always recorded for safeguarding reasons. Where possible, hold meetings with another staff member present (i.e. the class TA). If another staff member is not available to chaperone your lesson, always be sure to record the live session, but make the pupils and parents aware of this beforehand. Pupils, parents/carers must read the guidance and rules before your first session so that prior permission from all participants is given for session recordings.
- Make your Google Meets link visible just before the meeting is scheduled to start. You can do this by clicking the settings cog in the right-hand top corner and then scroll down and slide the 'visible to students' option. Remember to re-set the meeting code each day to make sure students are not able to use the link to meet up virtually without you being present.
- For safeguarding, ensure that the child's parent/carer is in the same room while the session is in operation.
- Before the session, familiarize yourself with the Google Meets features (such as screen sharing, muting/unmuting participants, using the JamBoard/annotation tools, changing backgrounds etc.). You may need to have two windows open to be able to see pupils whilst simultaneously sharing a presentation. Check all security settings are set correctly. Ensure that settings are fixed that no other users on the call can record the conversation covertly. The meeting host should be the only person able to record the meeting.
- At the start of your live session, ensure all expected participants are present and that no uninvited participants are present. The waiting room feature only works for those trying to join from outside the Google Classroom network. Make pupils aware that the session is being recorded.
- Do not share any sensitive data/documents when screen sharing as users could screen capture this information without permission.
- Set ground rules at the start of each meeting and teach pupils how to use the facilities available to them e.g. mute/unmute, share screen etc. Limit facilities such as chat if required.
- Safeguard yourself by dressing appropriately, conducting yourself as you would in class and position yourself in front of a blank, impersonal background (or use one provided by the 'change background' tool in the options menu). Be conscious of your background environment and others in the room. You should train your pupils to do the same.

Parental consent:

Before your session, make sure parents, carers and children understand both the benefits and risks of online lessons and get parental consent for children to be involved. With the exception of Saturday school, *staff should only contact children during normal school hours or at times agreed by SLT.* (DfE 2020)

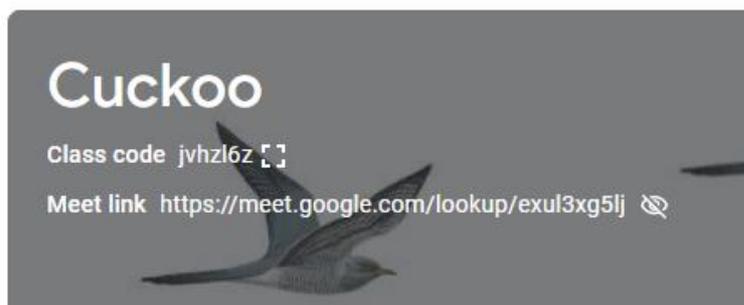
Pupils should be shown how to access the Google Meets link displayed on the top-left hand corner of the screen.

They should be issued with a participating hyperlink from you (the administrator) via a message on Google Classroom or a *GroupCall* text sent to the parent/carer before the meeting. Please let the parents/carers know that for safeguarding and to assist the child with the initial set-up of this app and the device they are using, you require them to be present during the session. Parents do not need to play an active role in the session but must be present in the same room (background) throughout the call. Please also inform them if the session is going to be recorded.

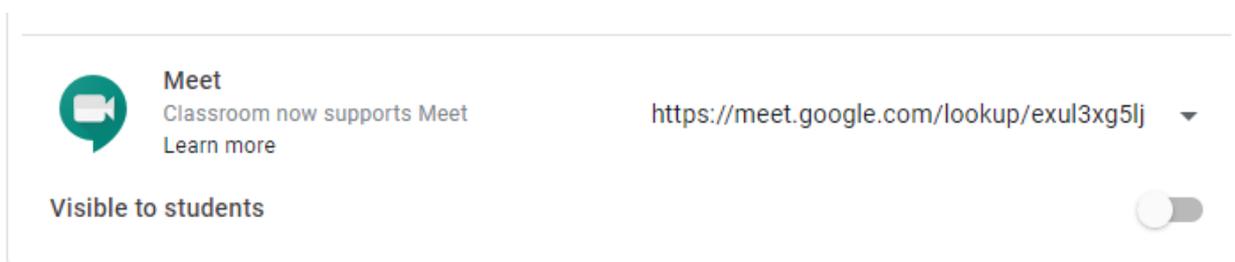
Parental consent should be sought before the first session is scheduled. Share the pupil agreement on your Google Classroom stream and ask parents and carers to read it and type 'AGREED' into the comments section.

Scheduling and running your Google Meets session:

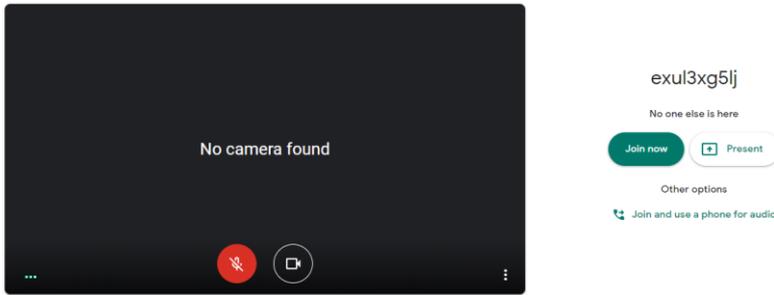
1. Post in the **stream** what date and time your session will be taking place so that pupils know when to join the remote classroom. You could post the meeting link here if required. As the host, be prompt to start the session.
2. Using your Google Classroom account, click on the **meet link** (located below the class name & class code on the main page) to open Google Meets and start a new online session. The meet link should be made invisible and should be re-set after each session for safeguarding reasons.



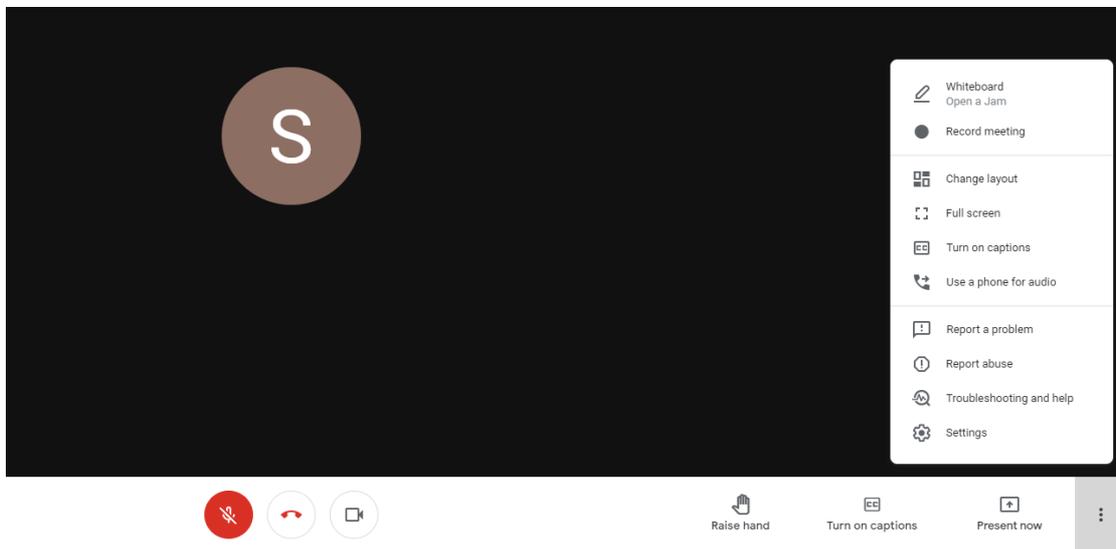
3. In order for the pupils to be able to join, you will need to make the link visible to pupils (or post the meet link in the stream). You can do this by going to the settings section and by sliding the '**visible to students**' button. You can also obtain the meeting link/code from here if needed, in case you wanted to email and invite another staff member to the meeting. Remember to reset it for the next session.



4. When you are ready to start the meeting (at the scheduled, advertised time), click '**join now**' to start the live session. Unlike Zoom, there is no waiting room facility. However, due to GC default settings, your students should not be able to enter the room without you (the host) being present.

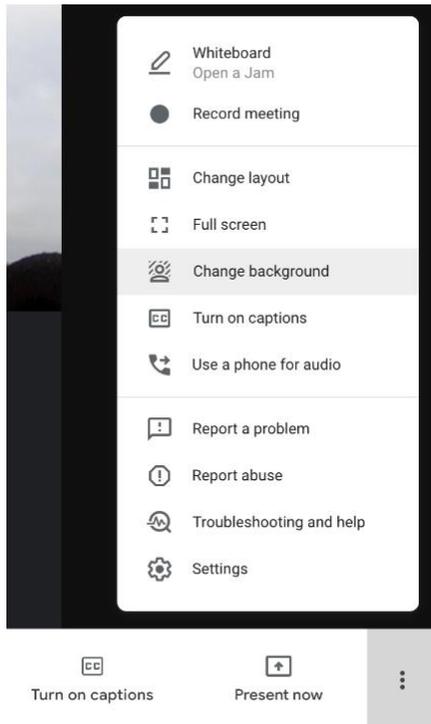


- Remember to let participants know that the session will be recorded, then go to the options menu and click **Record Meeting**.

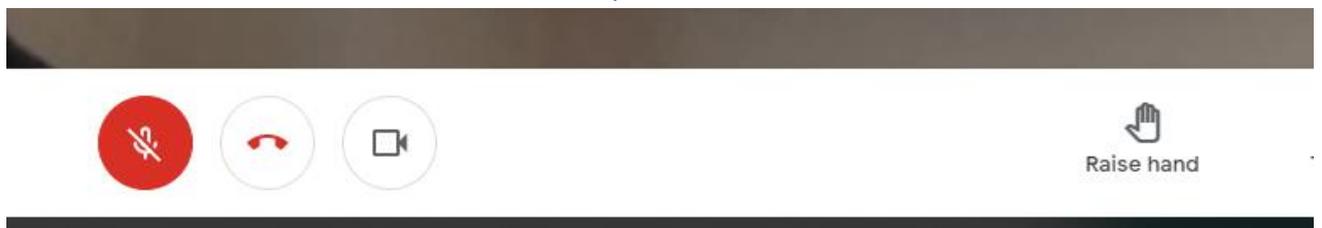


In the same pop-up menu where you find the record function, you will also find a range of other options available to you. E.g. a whiteboard tool, change layout, full screen, turn on/off captions, troubleshooting etc.

- Once you enter the room, use the **'change background'** option to safeguard yourself if working from home. Show the children how to do the same.



- Instruct all participants to mute themselves at the start of the call so that the teacher can be heard clearly and not interrupted. If at any time a pupil would like to answer a question they can use the **'raise hand'** icon at the bottom of the screen. They can then **unmute** themselves as directed.



- Start off each session as you would in class, by setting some ground rules. Ensure they are aware of your expectations for online learning and how you would like them to answer questions. Do you want them to use the chat feature? Are they allowed to mute/unmute themselves? Will you encourage use of the raise hand icon?
- If you want to show children the remote learning on their screens while you talk through it (e.g. a PowerPoint/Notebook presentation), you can do this by clicking on **present now** at the bottom near the options menu. You click **Stop Sharing** when you want to go back to the gallery view. Make sure you have no sensitive data on your screen before you share it.
- If anything concerning occurs during the session, report it in the way you would usually do on *MyConcern*.
- If you would like to change your **meeting safety** settings, you can do so by clicking on the host settings. This includes giving participants the right to share their screen, send chat messages or get quick access to the session.



The image shows a 'Meeting safety' settings panel. At the top is a circular icon with two people and a lock. Below it is the title 'Meeting safety' and a subtitle 'Use these host settings to keep control of your meeting'. There are three toggle switches: 'Quick access' (turned off), 'Share their screen' (turned on), and 'Send chat messages' (turned on). At the bottom are two links: 'View all host settings' and 'Report abuse'.

Meeting safety

Use these host settings to keep control of your meeting

Quick access

When turned off, everyone who isn't invited must ask to join, including people in your organisation.

LET EVERYONE

Share their screen

Send chat messages

[View all host settings](#)

[Report abuse](#)

exul3xg5lj ^



Summary for teachers:

The Do's and Don'ts of using Google Meets as a virtual teaching platform.

- Get permission from parents/carers before allowing children to participate in the online session. Post the pupil rules and guidance document onto your Google Classroom stream and ask parents to confirm they agree to these by typing 'AGREED' into the comments section.
- Post the session date, time and link on the class stream before the meeting.
- Always record your Google Meets sessions and let the participants involved know that it is being recorded.
- Familiarise yourself with all the features and settings of Google Meets before hosting your first session.
- Be sure to limit features available to students when scheduling the session (check your meeting safety settings). Do not allow others to record or screen share.
- Use your Google Classroom work account only and do not use your mobile phone to host a meeting.
- Do not share images or recordings of the call.
- Teach the children how to use the limited features you have provided. Outline expectations for behaviour and conduct during sessions.
- Make sure parents/carers are in the background during the session. Try to have another school adult present also, where possible.
- When conducting 1:1 remote learning sessions with students, always record the session.
- Be in a neutral area where nothing personal or inappropriate can be seen or heard in the background. Perhaps use the 'Change Background' feature. Dress appropriately.

Written parental consent & pupil agreement.

I, _____ (parent/carer of _____ in _____ Class) give permission for my child to participate in online sessions along with other pupils and facilitated by a member of school staff/Haringey music teachers. I have read the rules and guidance for pupils to my child before the session.

- *I agree to support my child with the secure set-up of the online session using the Google Classroom app. This includes checking the microphone and camera are working well.*
- *I agree to supervise my child's use of Google Meets. I will remain present in the same room while the session is happening.*
- *I will not share the hyperlink or log-in information with anyone else.*
- *I understand that for security reasons, the session will be recorded by the host.*

Rules & Guidance for Pupils:

1. Click on the meet link at the time your teacher has asked you to. Have a pencil and paper ready so you have something to write on during the lesson.
2. When you enter into the meeting, you will be asked to mute yourself. Nobody will be able to hear you speak. You can click the raise hand icon to show your teacher that you want to contribute or answer a question just like you would raise your hand in class.
3. Do not unmute yourself until your teacher tells you to. Just like in class, we need to be respectful of others and not call out or interrupt. Use the raise hand icon and be patient.
4. Behave sensibly. It is really exciting to see your teacher and friends online but it is really important that you behave in the same way as you would in class: no calling out, no saying, typing or doing silly things, try your best to listen carefully and answer questions. Dress sensibly.
5. Do not share the meet link or your Google Classroom log in details with anyone who has not been invited to this session.
6. If anything on the call upsets or concerns you, make the teacher or your parent/carer aware straight away.
7. Make sure an adult is in the room with you while you are on the call.
8. Once your teacher has ended the session, close Google Meets and do not return until you are invited for the next session. Children are not allowed to be in Google Meets sessions without a teacher present.

Appendix 6: Google Classroom Expectations for Teachers (Autumn 2020).



Written by Miss Safiya Clunis & Ms. Sarah Harris (September 2020)

Using Google Classroom to support Home Learning

Expectations for Friday home learning tasks:

<i>Classwork</i> posts
<p><u>Weekly (every Friday afternoon):</u></p> <p><i>Create these posts/assignments before Friday but schedule them to be published at 1.00pm on Friday afternoon for pupils to complete at home.</i></p> <ul style="list-style-type: none">• Share the spelling words list for children to revise for the in-class test next week.• Set a task related to the current maths unit on www.mathletics.co.uk. Share the link in the stream as a reminder.• Year group partner teachers to rotate responsibility for setting/posting the maths and spellings tasks to both classes.• One other learning activity from the non-core curriculum – can be creative/ a project with a section to do each week which builds over time.• Ensure you are regularly using different tools for these tasks to keep the children’s computing skills balanced e.g. video, document, photo, quiz, collaborative document etc...• As with previous half-termly homework, ensure over time there is a balanced choice of creative and written/research tasks to suit all abilities.• The homework task should be one which children can complete independently without the need for much adult/parental support.
<p><u>Twice termly:</u></p> <ul style="list-style-type: none">• Create an end-of-topic quiz to assess pupil’s knowledge and understanding of the History/Geography unit studied that term.
<i>Stream</i> posts
<p><u>Weekly:</u></p> <ul style="list-style-type: none">• Use the stream to post reminders (e.g. PE days, AR reminders etc.)

Expectations for remote learning (in the case of pod/school closure):

Classwork posts

Every day (Mon-Fri):

If both classes are closed, year group partner teachers should share the responsibility of posting daily assignments. Rotate the responsibility for two subjects each week. These posts should follow the usual daily, morning format of school:

- 1 x reading comprehension task (or RWI task for KS1).
- 1 x daily maths task (could be a directed White Rose/Mathletics/Oak National Academy link).
- 1 x English (writing or grammar) task.
- 1 x PE task. (This could be a Joe Wick's type video link shared via GC).

Teaching & Marking Expectations: Feel free to direct children to appropriate linked resources and online activities/pre-recorded taught sessions as mentioned above. However, at least five lessons a week should be pre-recorded videos made by the year group teacher.

Please provide feedback with a written comment for each pupil on one subject daily.

Once a week:

- 1 x science-based task.
- 2 x history/geography/RE/Art. This could be one extended task which could take pupils a couple of hours to complete. (This can be a creative task. The pupil can upload a photo or video of their work when it is complete). Feel free to celebrate outstanding examples of effort via the class stream (as long as the child's face is not visible in the photograph).

Stream posts

Once a week (stream posts):

- A general post in the stream. Keep in touch with your pupils with a more personal touch. Ask a question to check on their wellbeing and to allow them to discuss their thoughts and feelings (like a **virtual circle time session**). E.g. What has been the most enjoyable part of your week so far? What has been your favourite meal this week? (Remember that this is a public forum so answers can be seen by all pupils.)
- Perhaps post a short video of you reading them a story (**virtual story time**).
- Here you can also post school-wide updates for pupils like YouTube links to Ms. Ferdinand's assemblies, Votes4Schools etc...

Once a week (live teaching session): TBC

- Arrange a Google Meets session with your class once a week. This doesn't have to be a full-length lesson. It could be a weekly spelling test, mental maths session or a PSHE type catch-up lasting 30 mins.