Online safety in schools and colleges

Thomas Lord Audley School will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

Children and online safety away from school and college

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.

Online teaching should follow the same principles as set out in the Sigma Trust Code of conduct.

Thomas Lord Audley School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- All live sessions must be recorded so that if any issues were to arise, the recording can be reviewed.
- Planned 1:1 sessions will only be in agreed circumstances (with a senior member of staff) and will follow the guidelines below. Examples are SEN intervention support, counselling/pastoral support.
- All parents are notified that a 1:1 session is planned and the expectation is that the parent is in the vicinity.
- All lessons will be arranged through google classroom or another Sigma approved platform
- Where a 1:1 session occurs by default e.g. students do not attend and/or drop out, it is expected that the lesson will continue to be recorded and the second member of staff will drop into the session until the end.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- The background should be a wall of a room or the background should be blurred or changed on google meet.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Live sessions should be kept to a reasonable length of time. The programme should be communicated in advance so families, with for example, more than one child can plan accordingly.
- Break out rooms (mostly suitable for KS4/5) should have clear outcomes (not allowing for general chat) and parents/carers & students advised these parts of the lessons will be unsupervised but the recording will continue. Staff should be aware and make use of the Google Classroom facility whereby a staff member can still appear present within each breakout room. Consideration should be given to groupings for break out rooms to avoid confrontations between fragile friendship groups, for example.
- In the main sessions student microphones should be on mute unless invited to unmute by the teacher. Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Sigma Trust to communicate with pupils.

Partnership work - EWMHS/Essex Music Service etc

It is recognised that such services will continue their work throughout the pandemic and national lockdown virtually. It is expected that schools will seek copies of each services safeguarding and remote learning policies and satisfy themselves with the information and that parents/carers are aware and engaging the process e.g. present/within the vicinity. Sessions carried out in the home between practitioner and student are done so with the responsibility of safeguarding sitting with the parent/carer and service provider.

Where a student is deemed vulnerable and therefore accessing onsite provision at school it is expected that the student is able to use their device in a suitable room e.g. with windows and, where appropriate the door open. Staff should be available, where appropriate to drop into sessions although it is recognised that for counselling/EWMHS sessions this may not be appropriate and therefore staff should consider following up with the student and/or facilitator at the end of a session where deemed necessary.

Recordings/pictures of work from students

There are 2 overarching questions when considering the risk associated with students being required to submit recordings/photos as evidence of their work and/or assessment process:

1. Is this requested by an examining body?
2. How does this request support/enhance the quality of teaching and learning?

In relation to examination year groups, the consultation surrounding the forthcoming exam series is not yet closed and therefore required material remains undefined.

If such submissions are considered a necessity by the school the Online Learning Risk Assessment/RA39 should be updated to reflect the need and it is advisable that the following process/formats should be considered:

- Students should upload their work onto the online learning platform associated with their school account e.g. google classroom
- Work should not be transferred to staff personal accounts and only Sigma Supported devices where evidence is needed to be secured for examining bodies.
- Students and their parents/carers should be advised of the requirement and why also including reminder of the rules/regulations for which they are required to abide by.

Work should be kept in line with Sigma GDPR Policy

1.Recordings will be held securely on the google platform with access restricted to those who are authorised to access them by the creator

2. Staff recording sessions will make clear in the file name the content of the lesson, and the date it was recorded e.g. 20210115 - Yr2Class1English. (This may not be necessary if the learning platform used can easily identify lessons and date recorded.)

3. **The Trust will define how long they will retain recordings**, taking into account where recordings include personal data. Ensuring the date is part of the file name will help to identify those files which have reached the end of their retention period to make the retention review easier to complete

4. The school will not allow the publishing of the recordings on any open access or social media sites.

5. Ensure that the technology provider gives assurance that they will not retain copies of recordings made via their product.