

Addendum to Kisharon Noé School Online Safety Policy Including Remote Learning and the Prevent Duty - School and Bubble Closures during Coronavirus Pandemic

Approved by: Emma Castleton

Date: February 2021

Next review due by: February 2022

This addendum has been developed as an addition to our school's Online Safety Policy to assist in maintaining and appropriately adapting our online safeguarding roles and responsibilities during this pandemic. This policy will be amended and updated with government Covid-19 guidance as and when this is published. [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)

In school we will continue to have appropriate filtering and monitoring systems in place in school. Where students are using computers in school, appropriate supervision will be in place.

Coronavirus: safeguarding in schools, colleges and other providers

This addendum applies during the period of school closure due to COVID-19, reflects updated advice from our Prevent partners and is a supplement to our existing Online Safety and Child Protection and Safeguarding Policies which are still operational.

This addendum will also reflect any updated advice from Barnet Safeguarding Children Partnership and from the Local Authority in relation to online safety and our Prevent duties.

Details of the Prevent radicalisation and community safety guidance:
<https://www.barnet.gov.uk/community/community-safety/radicalisation-and-prevent>
Thebarnetscp.org.uk

Further advice and guidance can be obtained from:

Prevent Education Officer: perryn.jasper@barnet.gov.uk; 07856 002586; 020 8359 7371

Prevent Coordinator: sam.rosengard@barnet.gov.uk; 07921 277713; 020 8359 3323

Key Online Safety and Prevent contacts during Covid-19 arrangements

Role	Name	Contact details
Headteacher	Sharon Mullish	Sharon.mullish@kisharonschool.org.uk
Designated Safeguarding Lead including Prevent Lead	Nahva Rose	Can be contacted via office@kisharonschool.org.uk
Data Protection Officer	Shaun Beresford	Shaun.beresford@clearcomm.org
Designated member of senior leadership team if DSL (and deputy) can't be on site	Nicole Posener	Can be contacted via office@kisharonschool.org.uk
Link Trustee for online safety	Nahva Rose	Can be contacted via office@kisharonschool.org.uk
Designated Prevent Trustee:	Nahva Rose	Can be contacted via office@kisharonschool.org.uk

Note: Contact details for all other key safeguarding agencies are as referenced in our Child Protection Policy. This includes Barnet MASH, for pupils displaying concerning behaviour and Due Diligence and Counter Extremism Division of the DfE for concerns about staff.

Barnet Multiagency Safeguarding Hub: 020 8359 4066; mash@barnet.gov.uk

DfE Counter Extremism Division: DDCED.SPOE@education.gov.uk

Please use this [Online Tool](#) for Reporting Terrorist or Extremist Use of the Internet.

Remote learning

Remote learning takes place when a learner and member of staff giving instruction are not in the same place and the lesson is instead delivered through downloading information, webinars, or live streaming.

At times staff will be working remotely with pupils and this can be challenging. However, we must not lose sight of our overarching responsibility to safeguard pupils both in school and working online at home. Therefore, it is vital that we all follow these important safeguarding principles:

- The best interests of children must always continue to come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately and report to the DSL, this duty still applies if you are working from home
- Children should continue to be protected when they are online
- Online advice and guidance will be shared with parents who are caring for children at home

- Safe practice guidelines will be followed for virtual classrooms and videoconferencing
- We will ensure, wherever possible, children being educated at home are aware of the enhanced online risks encountered during the virus lockdown from conspiracy theories, fake news and extremist groups
- We will promote and monitor good online behaviours
- We will ensure that pupils have access to pastoral support
- All staff will report any concerns to the DSL

<p>All concerns should be reported following normal procedures</p>

Working remotely with pupils

The government have acknowledged that whilst there is no expectation for teachers to stream or provide recorded videos, many schools are using video conferencing platforms to provide remote education. They have also stated that it is important for educational settings to ensure that they are making use of the security features and filters on any service they choose to use, and advised users to refer to the service providers' official support site which will assist in setting the right security features and filters.

The government has updated its [Coronavirus \(COVID-19\): support for parents and carers to keep children safe online](#) guidance. The guidance, which provides advice and information to help parents and carers to keep children safe online during the Coronavirus (COVID-19) outbreak, now includes information on Apps to help children stay safe online.

During the current period, many of our pupils will be accessing online resources to support their learning at home. This will be an integral part of arrangements and it is essential that it is undertaken in a safe way, supported by appropriate risk assessments. Kisharon Noé School will seek to achieve a secure framework in which pupils and staff can work safely.

All arrangements for remote learning will be communicated to parents, including measures for safeguarding. In addition, we will continue to remind our children and their parents and carers of what they can do to keep safe online during this time.

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 the existing Child Protection / Safeguarding Policy directs. Where appropriate referrals should still be made to children's Multiagency Safeguarding Hub and when required, the police.

Online teaching should follow the same principles as set out in the staff Code of Conduct Policy and the Positive Behaviour Policy.

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

Things to consider when delivering virtual lessons, especially where webcams are involved:

- We recognize given the complex and wide-ranging needs of our pupils there may be instances where 1:1 remote teaching may take place. In these instances permission needs to be sought from the SLT
- Staff and children must wear suitable clothing, as should anyone else in the household

- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should neutral or blurred where the technology is available
- In consultation with the SLT live classes may be recorded and backed up elsewhere, so that if any issues were to arise, the video can be reviewed; any recordings will be kept for 2 weeks
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including any family members in the background
- Staff, should only use communication systems provided by the school to communicate with learners.
- Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products)
- Consent is needed for the live-streaming or recording of children and adults in the images
- Staff should record, the length, time, date and attendance of any sessions held

Further information

Developing Digital Leadership Bulletin - March 2020

This link has some good documentation that can be used as a starting point in your own school, for example, an 'online home learning responsible user agreement'.

<https://secureservercdn.net/198.71.233.227/0ba.288.myftpupload.com/wp-content/uploads/2020/02/Developing-Digital-Leadership-Bulletin-CoronaVirus.pdf>

If IT staff are unavailable, our contingency plan is to notify parents via either email or SMS using Scholar pack or phone calls from the class teachers and/or Senior Leadership Team.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our normal reporting and record keeping procedures.

We will make sure children know how to report any concerns they have back to our school/ college, and signpost them to other sources of support.

Staff working safely

Safe practice guidelines will be followed for virtual classrooms and videoconferencing. This includes:

- All virtual lessons must be timetabled
- Where only one member of staff is in an online classroom, a senior leader will drop into any virtual lesson at any time – the online version of entering a classroom.
- Never be alone with a pupil
- Wear appropriate clothing
- Ensuring the background to your presentation is appropriate
- New material is checked by SLT or your Line Manager
- The platform e.g. Zoom, Skye, email etc. for your presentation is approved, never use a personal account

- Ensure that only school approved electronic equipment is used
- Report any breaches of data protection to the DPO (or as applicable)
- Report any unexpected events such as an unplanned call from a parent etc.
- Report any cyber bombing
- Report or document (dependent on school policy) any incident in your house that was seen by pupils
- Report any inappropriate behaviour of other adults online e.g. a parent in the background swearing
- Remember that you are teaching a class

Recording lessons does not prevent abuse. If staff wish to record a lesson they are teaching, this must be with the consent of the headteacher, the parent and pupils. Consideration will always be given to data protection issues; e.g., whether parental/pupil consent is needed and retention/storage.

Staff should not:

- contact pupils outside the operating times defined by senior leaders
- take or record images of pupils for their personal use
- record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior staff)
- engage online while children are in a state of undress or semi-undress"

Further safer working practice guidance can be found [here](#)

Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

We will do this by sharing information via e-newsletters, and information posted on our website, following updates and advice received from:

[Safer Internet Centre](#)

[DfE advice and guidance](#)

[London Grid for Learning](#)

[ThinkUKnow](#)

[Educateagainsthate.com/parents/](#)

Useful websites:

Safeguarding and remote education during coronavirus (COVID-19)

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronaviruscovid-19>

Safeguarding during Remote Learning & Lockdowns (LGfL)

<https://coronavirus.lgfl.net/safeguarding>

Remote Working a guide for education professionals (SWGfL)

<https://swgfl.org.uk/assets/documents/educational-professionals-remote-working.pdf>

Guidance for Safer Working Practice - Addendum inc. Remote Learning (SRC)

<https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-2.pdf>

School Online Safety Policy Templates (SWGfL)

<https://swgfl.org.uk/resources/online-safety-policy-templates/>

Safeguarding Risks with Zoom (PracticePal)

<https://practicepalmusic.com/img/safeguarding-comp.pdf>

Zoom for Education: Top 10 Frequently Asked Questions (Zoom)

<https://blog.zoom.us/zoom-for-education-top-10-frequently-asked-questions/>

Zoom Basics - Using Zoom for Classes and Meeting (Steve Dotto/YouTube)

<https://www.youtube.com/watch?v=s5VU8cmEnTs>

Live Streaming (Childnet)

<https://www.childnet.com/teachers-and-professionals/hot-topics/livestreaming>

Undertaking remote teaching safely (NSPCC)

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>

A Guide to Safe Remote Learning in Education (Wigan Safeguarding Partnership)

<https://www.wiganlscb.com/Docs/PDF/Professional/A-Guide-to-Safe-Remote-Learning-in-Education.pdf>

Developing digital leadership – March 2020 (Edtech UK/ISC) [Especially the documentation from Kellet School, Hong Kong]

<https://www.wiganlscb.com/Docs/PDF/Professional/A-Guide-to-Safe-Remote-Learning-in-Education.pdf>

Video conferencing services: security guidance for organisations (National Cyber Security Centre)

<https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidanceorganisations>