

Addition to the E-Safety Policy for Live Lessons. In Response to Coronavirus (COVID-19) – Summer 2020

This section of the policy will be enacted in conjunction with the schools Safeguarding Policy, Behaviour Policy and IT and Acceptable Usage Policy.

Any live communication must take place on the school approved platform; Google Meets. All staff and pupils using video communication must:

- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable ‘public’ living area within the home with an appropriate background – ‘private’ living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

Students could be taught in groups or one to one. Where the session is one to one the parent must remain in camera shot.

The school will consider whether one-to-one sessions are appropriate in some circumstances, for example to provide support for students with SEND. This will be decided and approved by the SENCO.

- Students not using devices or software as intended will be disciplined in line with the Behaviour Policy.
- Parents should be in the household and available to speak with the teacher should there be a need. Classes will not be recorded.
- Live classes should be kept to a reasonable length of time, normally limited to a maximum amount of time of a single lesson.
- Language must be professional and appropriate, including any family members in the background.
- Staff should record the length, time, date and attendance of any sessions held. They should also note any key information.

If there is a safeguarding concern the member of staff must report this onto CPOMS in line with the Safeguarding Training and Policy.

The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed and can establish secure connections. The school will communicate to parents via 'The Thorpe St Andrew School and Sixth Form Guide to Safer Online Learning' about any measures that need to be put in place if their child is learning remotely.

During the period of live online learning, the school will maintain regular contact with parents via the E-Safety Newsletter to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, for example sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites. Direct parents to useful resources to help them keep their children safe online.
- The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.