

## Online Safety Guidance for Parents, Pupils and Staff

This online safety guide has been designed to support pupils, parents and staff when working remotely as part of the school's online learning package. Whilst all pupils receive age appropriate e-safety training as part of our curriculum, this additional guidance addresses the specific issues related to learning remotely. There is additional support and guidance available to parents via the school's website as well as links in our remote learning guide.

We hope you find the information useful and if you have any questions about any aspect of this guide, please get in touch.

### **When learning remotely at home parents should ensure they;**

- Familiarise themselves with relevant school policies and information on remote learning, which can be accessed on the School's website. Ensure they know what is expected of their child during lessons, both online and offline.
- Encourage their child to engage in sessions and complete tasks with as little support as possible. Teachers will be better placed to assess a child's learning and plan their next steps if the work has been completed independently.
- Email the teacher via the class email account if they have any concerns or questions about any aspect of their child's learning.
- Ensure that cameras are switched on during the live learning sessions, so that children can fully engage with the learning. This also helps the teacher in their on-going assessment of the pupils learning and levels of engagement. If the camera needs to be off for a particular reason, parents should let the teacher know in advance.
- Ensure their child is upholding the school rules during remote learning sessions. We expect the same high standards of behaviour when accessing learning at home.
- Ensure that your child is following safe online practices in order to keep everyone in our school community safe online.
- Establish a daily schedule and routine which incorporates clear work and play times and try to stick to it to help your child manage their daily learning.
- Encourage your child to fully participate in all the live lessons and upload all work as expected by the teacher via Teams. Where your child isn't accessing the live learning sessions, you must inform School.
- Provide a designated place in the home, where possible at a table, with all necessary resources to hand to give your child the sense that remote education is important and valued by home and school.
- Ensure your learning device is in a public space in the home. Try to keep the background neutral with no personal information visible.
- Encourage screen breaks away from devices. Remote learning will inevitably require more interaction with computers, laptops and tablets.
- **Reassure yourself that you are doing a good job in the most difficult of circumstances!**

## Top Tips for Parents to Help Their Child To Stay Safe Online

- Invest some time with your child to talk about staying safe online.
- Set boundaries by agreeing rules for when and how long your child is allowed to use their device, as well as the sites they can visit and the information they can share.
- Implement safety controls and privacy restrictions on apps and software as a precautionary measure. Visit your broadband provider's website to find out how to do this or visit [internetmatters.org](http://internetmatters.org).
- Use safe search engines such as [swiggle.org.uk](http://swiggle.org.uk) or [kids-search.com](http://kids-search.com). More details can be found at [google.co.uk/safetycentre](http://google.co.uk/safetycentre).
- Use internet filters to block unwanted websites. These are usually free but need to be turned on.
- Monitor your child's viewing habits and learn how to report and block. Always make sure that your child knows how to use the reporting tools on social media apps.
- Check the age restrictions on apps your child is using and take time to familiarise yourself with the content of the app.
- Understand what's being shared or what seems to be 'trending' at the moment.
- Encourage your child to 'think before you post'.
- Talk about what people might post online and why some posts might cause distress.
- Keep an open dialogue. If your child is upset by online material; listen to their concerns, empathise and offer reassurance. Seek further support if your child has been affected by something they've seen online.

### Useful Links for parents:

**Thinkuknow** by the National Crime Agency - Child Exploitation and Online Protection command (NCA-CEOP) provides resources for parents and carers of all ages to help keep children safe online <https://www.thinkuknow.co.uk/parents/who-are-we/>

**Childnet** has developed guidance for parents and carers to begin a conversation about online safety, as well as guidance on keeping under-fives safe online <https://www.glofamiliesdirectory.org.uk/kb5/gloucs/glofamilies/service.page?id=5bn6y2PNL6g>

**Parent Info** is a collaboration between Parent Zone and NCA-CEOP, providing support and guidance for parents and carers related to the digital world from leading experts and organisations <https://parentinfo.org/articles/all>

**National Society for the Prevention of Cruelty to Children (NSPCC)** has guidance for parents and carers to help keep children safe online <https://www.nspcc.org.uk/>

**UK Safer Internet Centre** provides tips and advice for parents and carers to keep children safe online - you can also report any harmful content found online through the UK Safer Internet Centre <https://www.saferinternet.org.uk/>

**When learning remotely at home pupils should ensure they;**

- Always try to be the best you can be! The same rules apply to remote learning as they do in the classroom.
- Try to set up a 'classroom desk' at home in an open space where your parents can supervise if necessary. Try not to use your bedroom – it's good to have a separate space to rest, play and sleep.
- Wear your school uniform so you feel like you are ready to learn, just as you would if you were in School.
- Only use approved school platforms for learning, such as TEAMS, Google Drive or Edmodo to communicate with your teacher. This will help to keep your personal information safe and secure. Remember to keep your personal details private and don't share log ins or passwords to your online lessons.
- Never use school platforms to discuss personal matters or send images, videos or links. Keep your school communication channels separate from your own personal communication with friends and family.
- Always follow the rules and guidelines for online learning, such as keeping your video on during live online learning sessions and participating in your lessons as fully as you can by answering questions and sharing your ideas.
- When writing emails and online messages, remember to be polite and use the same tone as you would in class.
- Remote learning feels different. If you ever feel fed up, talk about how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can help you to feel more connected.
- Take regular screen breaks and in your spare time, try to get outside for some fresh air and enjoy other activities.

**Useful Links for pupils:**

Text **SHOUT** to 85258

Call **Childline** on 0800 1111

**When delivering remote learning staff should ensure they;**

- Know and follow the relevant policies and procedures around safeguarding, acceptable use, data protection, behaviour and online conduct and remote learning.
- Only use school approved platforms and school devices to deliver remote learning and to communicate with parents.
- Protect personal data by only using approved systems and software that require email and password login.
- Ensure all communication takes place in line with our school communication policy.
- If teaching remotely from home, consider your surroundings. Ensure the camera is in an open space with a plain background if possible, with no personal information on display.
- Maintain the highest standards of professionalism at all times and ensure you are adhering to the school's code of conduct.
- Be clear about what is expected from you and what you expect from your pupils in terms of learning and behaviour.
- Consider the needs of all pupils to maximise pupil engagement in the learning.
- Promote regular feedback from pupils and support parents where to facilitate their child's learning.
- Be prepared to go the extra mile to support our School family, whilst also taking time for yourself.

If any member of our School family has any Safeguarding or Child Protection concerns, please share them at the earliest opportunity with the School's Designated Safeguarding Lead, Miss Samantha Porter, or one of the Deputy Designated Safeguarding Leads, Mrs Rachel Curtis or Mrs Sue Taylor.

**Useful Links for staff:**

**Gloucestershire Safeguarding Children's Executive (GSCE)** <https://www.gscb.org.uk/>

**South West Grid for Learning: Professionals Online Safety Helpline: 0344 381 4772**  
<https://swgfl.org.uk/>

**Internetmatters.org** <https://www.internetmatters.org/>

**UK Safer Internet Centre** <https://www.saferinternet.org.uk/>

**ThinkuKnow** <https://www.thinkuknow.co.uk/professionals/>