

COVID – 19 ADDENDUM

E -Safety Policy

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Important Contacts:

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1 Scope and definitions

- 1.1 This addendum applies during the period of school closure due to COVID-19 and reflects updated advice from the DfE and our local safeguarding partners.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance: [Coronavirus: Safeguarding in schools, colleges and other providers](#), and [Coronavirus: guidance on vulnerable people and young people](#) and should be read in conjunction with these policies.

2 Online safety

- 2.1 The centre is committed to providing children with a safe environment in which to learn. That includes online learning. Laptops are provided by commissioning schools or authorities. The online filtering (in relation to centre-owned devices) and monitoring systems will be in operation as normal. The centre is unable to filter activity on devices not owned by the centre. Parents may find it useful to refer to: <https://www.internetmatters.org/blog/parental-controls/broadband-mobile/> for guidance on putting some restrictions in place to keep children safe.
- 2.2 Where pupils/students are using ICT equipment in the centre, appropriate supervision will be in place as normal.
- 2.3 Opportunities to teach safeguarding, including online safety, will be delivered through our PSHE and ICT programme.
- 2.4 The centre has a no mobile phone policy. Students will be required to hand in mobile phones on entry to the building; phones will be stored securely and returned at the end of the day.

3 Children and online safety away from the centre

- 3.1 Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy.
- 3.2 All online lessons should be delivered by centre staff in accordance with the centre's safeguarding and child protection, staff behaviour (code of conduct) and E-Safety policies.
- 3.3 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 usual reporting procedures.
- 3.4 We will make ensure children know how to report any concerns they have back to our centre, and signpost them to other sources of support too.
- 3.5 The centre will take account of guidance from DfE in relation to the planning and delivery of online learning when it is issued; as well as nationally recognised guidance including guidance from the UK Safer Internet Centre on safe remote learning.
- 3.6 Staff will always use centre/service owned technology and accounts for the delivery of remote lessons/tutorials. Applications that facilitate the recording of lessons will be used. Centre leaders will randomly sample recorded lessons in order to safeguard pupils/students and staff and to ensure that policies are being followed.
- 3.7 Lessons will not be delivered online on a 1:1 basis.
- 3.8 The centre will ensure that parents/ carers have read and signed our E-Safety agreement before staff deliver lessons online.
- 3.9 It is important that all staff who interact with children, including online, continue to look out for signs that a child may be at risk, distressed for some reason or vulnerable in some other way; and report and record that following normal safeguarding procedures. All such concerns must be brought to the attention of a DSL and dealt with by a DSL as per the main policy in the normal way.
- 3.10 The centre will ensure that online learning tools and systems are used in line with privacy and data protection/GDPR requirements.
- 3.11 Below are other issues that staff need to consider when delivering virtual lessons, especially where webcams are involved:
 - i. staff and children must wear suitable clothing, as should anyone else in the household
 - ii. any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred
 - iii. the live class should be recorded so that if any issues were to arise, the video can be reviewed

- iv. live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
 - v. language must be professional and appropriate, including that used by any family members in the background
 - vi. staff must only use platforms specified by senior managers and approved by the centre's ICT manager/co-ordinator for communication with pupils/students
 - vii. staff should record the length, time, date and attendance of any sessions held
- 3.12 The centre recognises that attending an educational setting is a protective factor for children and young people and that the extraordinary circumstances created by the COVID-19 virus may well affect the mental health of some pupils/students and/or their parents/carers.
- 3.13 All staff will maintain an awareness of those issues in communications with children and their parents/carers including when setting expectations of pupils' work when they are at home.

Remote Teaching via Google Classrooms / Parent Agreement

Bright Sparks Learning Centre will deliver 'live lessons' via Google Classrooms during COVID-19.

We ask parents/carers to read, sign and return this agreement via email before their son/daughter's first scheduled lesson. Pupils cannot access our online teaching facility until this E-Safety agreement is in place.

Parents/carers will:

- ensure that their son/daughter is the 'waiting room' at least 2-minutes before the start of their scheduled lesson
- ensure that their son/daughter, and themselves, are suitably clothed
- ensure that computers are situated in an appropriate area i.e. not bedrooms
- ensure that their son/daughter conducts themselves appropriately and respectfully throughout the lesson
- ensure that their son/daughter does not use obscene or offensive language
- accept that Bright Sparks Learning Centre reserves the right to remove their son/daughter from the lesson should their behaviour be deemed disruptive or offensive to other learners.

Bright Sparks Learning Centre will:

- provide pupils with a timetable of 'live lessons'
- only deliver on-line lessons to groups of pupils from the same cohort
- ensure that pupils wait in an on-line 'waiting room' prior to the lesson and are admitted only when the teacher is ready to start the lesson
- ensure that lesson start and finish promptly
- ensure high standards of pupil behaviour
- provide any pupil who does not meet our expected standards of behaviour with a verbal warning
- remove any student from the lesson, who after 2 verbal warnings, has failed to modify / improve their behaviour
- reserve the right to record lessons so that if any issue should arise, the recording can be reviewed.

Parent Declaration

As the parent or legal guardian of the pupil named below, I grant permission for my son or daughter to partake in online lessons delivered by Bright Sparks Learning Centre via Google Classrooms.

Pupil Name _____

Parent Name _____

Parent/Carer Signature _____ Date: ___/___/___