

E-Safety Policy

COVID-19 Annex

Madeley Academy is committed to providing a safe environment for online learning. This commitment remains the same in the difficult circumstances brought about by the COVID-19 outbreak.

During any period of Guided Home Learning our expectations of staff and pupils also remain the same, and the principles and practices of the Academy's *Safeguarding and Child Protection Policy* and *E-Safety Policy*, staff Code of Conduct and *Acceptable Use Agreements* for staff and pupils will continue to apply, both to existing and any new online and distance learning arrangements introduced. Staff and pupils must review these policies and ensure that they adhere to them at all times.

In order to ensure the safety and welfare of children during this period that pupils are engaging in guided home learning, the Academy will follow the DfE remote learning guidance:

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

Given the changes in circumstances to everyday teaching and learning practices, the following guidelines will also apply:

Providing a safe system

- Where the site remains open, the Academy will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the Academy's IT systems or recommended resources.
- For the purposes of guided home learning, the primary platforms used across the Academy network are:
 - Microsoft Teams
 - Socrative
 - Educake
 - Maths Watch
 - My Maths

The Academy has central oversight of and can monitor activity and communications through these platforms. The platforms are restricted to Academy users only and permissioned accordingly. Other platforms may be used at times for specific purposes. The online safety implications of any platform are carefully considered before use.

- The Academy network both have technical support dedicated to maintaining a safe and operational online environment.
- The Academy's Designated Safeguarding Lead (DSL) and E-Safety Officer has day to day responsibility for online safety, and will maintain an active oversight of the management of guided home learning from a safeguarding perspective. Procedures will be kept under review and action will be taken swiftly if concerns about the use of technologies arise.
- The Academy will keep in regular contact with parents, updating them as appropriate with information on how the Academy is providing guided home learning, how they can keep their children safe online, and any new developments.

Guided home learning

There is a wide range of formats for guided home learning, including:

- Posting activities for students at regular intervals, with student responses
- Directing students to web-based resources and activities they can engage with on or offline.

Teachers will provide a variety of learning experiences within a lesson, across the Academy day/week and through a scheme of work.

Protocols for staff in relation to guided home learning:

- Only use Academy approved platforms; do not use social media in communicating with students
- Reinforce online safety messages regularly in your teaching
- Bear in mind the current circumstances and how they are affecting students and families when setting expectations
- Consider online safety when sharing resources – vet websites and videos/apps/software carefully and bear in mind that the home environment will not have the same content filtering systems as at the Academy. If introducing new apps and resources, ensure these meet GDPR requirements. Contact your line manager / network manager for further guidance.
- If concerned about online safety/resources, check with IT support/digital leader
- Ensure that passwords and secure information – such as log-ins for Bromcom – are kept confidential
- Adhere to copyright and GDPR guidelines
- Continue to look out for signs that a student may be at risk – which may differ from typical triggers in the Academy environment. Report any concerns to the DSL without delay in the usual way
- Do not provide students or parents with personal contact details – email, home or mobile numbers, details of web-based identities etc.
- Do not arrange to meet students or ask them to deliver work to your home
- Remain professional and objective in all email and other forms of correspondence

Reporting an issue for staff:

- Any child protection or safeguarding concern must be reported to the DSL without delay
- Concerns about the safety of procedures, behaviours or use of technology should be referred to the DSL
- Routine queries about the use of apps or online materials should be addressed to your line manager or IT support depending on the nature of the issue
- UKSIC's [Professionals Online Safety Helpline](#) is a good source of external advice

Protocols for students in relation to guided home learning:

- Always log on through your Academy account and use your Academy email for Academy business
- Do not make recordings, take screenshots/screengrabs or photographs, or store footage of teachers or other pupils
- If you have concerns about online safety, or if you feel you are being bullied, talk to someone you trust

Reporting an issue for pupils:

- Speak to a trusted adult
- Email your tutor
- Contact Childline 0800 1111 or click CEOP <https://www.ceop.police.uk/safety-centre/>

The role of parents

- It is the responsibility of parents to ensure that pupils are monitored in their use of technology for guided home learning as they would ordinarily do when their children are using technology at home. Monitoring screen time is particularly important in the current circumstances
- While students are working from home they are connected to their home broadband so their traffic doesn't go through the Academy firewall – parents will therefore need to ensure that age-appropriate filtering or safe search is enabled at home. Information on setting this up can be found at: <https://www.saferinternet.org.uk/advice-centre/parents-andcarers/parental-controls-offered-your-home-internet-provider> and here: <https://www.internetmatters.org/parental-controls/>
- Communication during online learning is between student and teacher: parents should communicate with Academy/staff in the usual manner, via Academy email or telephone during a period of guided home learning
- Any parent wishing to supplement the Academy's guided home learning with support from online companies or individual tutors should be mindful of the importance of using reputable organisations or individuals who can provide evidence that they are safe and can be trusted to have access to children – further information can be found in the sources of support below
- Social media, networking apps and gaming platforms are particularly popular at the moment. Parents are advised to be mindful of age restrictions and to oversee their child's social media activity
- The Academy will update parents regularly on online safety matters. Parents are requested to heed the Academy's advice and contact the Academy if they have concerns or encounter risk online

Reporting an issue for parents:

- Contact the DSL for any safeguarding or child protection or online safety concern
- Email the Academy – esafety@madeleyacademy.com
- You can also report an incident to CEOP <https://www.thinkuknow.co.uk/parents/Gethelp/Reporting-an-incident/> or Report Harmful Content <https://reportharmfulcontent.com/>

- Contact your child's tutor in the usual way for routine queries about guided home learning
- See the sources of support and advice below

Sources of support and advice:

UK Safer Internet Centre <https://www.saferinternet.org.uk/> - includes a range of activities for children of different ages

CEOP / Thinkuknow <https://www.thinkuknow.co.uk/> - includes a range of home activity packs

National Online Safety <https://nationalonlinesafety.com/> - Good guides for parents and staff

Parent Info <https://parentinfo.org/> - specifically aimed at parents

Internet Matters <https://www.internetmatters.org/> - specifically aimed at parents

Net Aware <https://www.net-aware.org.uk/> - NSPCC's advice on online matters