TEFAT Online Safety Guidance for staff, parents and carers

Academies should follow the same principles and guidance regarding online safety during the Covid-19 pandemic as set out in the DfE guidance: **Safeguarding pupils and teachers online**.

As always, staff should not communicate with parents or pupils outside the agreed channels (e.g., they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers).

Communication between staff and parents and pupils

Academies should ensure expectations with parents regarding contacting staff and expected responses are clear. These may already be well established or may have been recently implemented in response to Covid-19. All staff should be reminded about expectations for communication aligned to the academy 'code of conduct' or similar policy for communicating with pupils and parents, and staff-pupil relationships.

Communication should be within school hours as much as possible. Academy mobile phones and email addresses must be used. Refer to **TEFAT Covid-19 escalation guidance** for further guidance regarding contacting vulnerable children and families for safe and well checks.

Academies will:
- monitor online safety through eSafe Trust wide software
- ensure risk is mitigated in line with TEFAT virtual learning guidance when providing appropriate online learning activities through google.
- remind parents and carers about online safety during regular communications
- provide guidance and contact information for online safety on the home learning platform
- ensure parents and carers are aware of what pupils are expected to do and access
- ensure parents and carers know which staff their pupils will be interacting with, how and when
- support parents and carers who do not have access to technology by providing alternative home learning
- encourage parents and carers to ensure age-appropriate parental controls are on devices and ensure internet filters are in place
- encourage parents and carers to monitor the use of the digital devices and access to appropriate internet content
- ensure parents and carers know how to raise concerns with school staff
- support parents and carers to reduce stress and anxiety for example by helping them to create structure for home learning and providing ideas and resources for playing and relaxing in addition to education

Reporting concerns

- google classroom is checked daily by staff to monitor attendance, engagement and to ensure pupils can talk to their teacher or a member of staff virtually
- a 'report a concern' button is located on the home learning site and concerns are checked daily, additionally we have a school based system to support pupils to raise a concern by clicking on the 'Pupil Concern' button in their classroom. This leads to a form for completion by the child. This is monitored by the welfare and safeguarding team.
- harmful online content should be reported to the **UK Safer Internet Centre**

- staff and parents can access government advice and trusted resources from **Educate Against Hate** on safeguarding from radicalisation, building resilience to extremism, and promoting shared values
- academy home websites have parent support pages to support access to services and charities
- parents/carers and pupils are encouraged to report online bullying to the academy further advice on reporting online abuse can be found on the National Crime Agency's **Child Exploitation and Online Protection command** (CEOP)
- Parents and carers can also get advice and support from **Anti-Bullying Alliance** for children who are being bullied

For parents/carers

Supporting you to keep your children safer online

- try to monitor your child's online use and their internet access, maybe by being in a shared work space or area at home
- remind your child to let you know if they see anything upsetting or inappropriate online so that you can support them
- talk to your children about the advantages of being able to access the internet alongside the risks of 'over sharing', sharing private information and cyber bullying - **Internet matters** provides age appropriate online safety checklists and tips to help parents and carers talk to their children
- be aware of what the academy are expecting children to do and who and how you can contact the academy if you have any concerns
- see our academy home https://www.johnlockeacademy.co.uk/ for parent support pages to support access to services and charities
- please report online bullying to us by email at info@johnlockeacademy.co.uk
- report harmful online content to the **UK Safer Internet Centre**
- you can access government advice and trusted resources from **Educate Against Hate** on safeguarding from radicalisation, building resilience to extremism, and promoting shared values
- there is further advice on reporting online abuse can be found on the National Crime Agency's **Child Exploitation and Online Protection command** (CEOP)
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Additional guidance for supporting your child on google classroom

Here is a simple checklist to ensure what your children are posting and sharing on the Google Classroom is safe. We are using Google Classroom in a simple way to make it as easy as possible for children to see the tasks and then post their work. We open and close the stream at set times each day and staff monitor and respond to the work which is posted. As a result of this, any work which is posted in the stream is visible to all the children and staff who belong in the classroom. This means we need you to think carefully about what you are happy to post and share with us all.

Before you post your child's work please check:

- **Are you happy for the staff and all the class to see this work?** *(if you do not want photos of your children on here please just post the work, if your child would like to be in the photo please make sure they are dressed appropriately - not in underwear, swimwear or partially clothed)*
- **Can the work be seen clearly?** *(make sure it is not blurry or some parts have been missed out)*

- **What is in the background or at the side of the picture?** *(ideally a plain background is best such as a wall)*
- **Who is in the picture/video?** *(make sure it is only who you want it to be and other family members are not caught in the background by mistake or anyone in the picture is not fully clothed, or reflected in a mirror)*
- **Are any personal items or personal details visible on the screen?** *(e.g. if you are taking a photograph of work on a table make sure there isn't anything else on the table which could identify where you live or give clues about your personal details, e.g. bills, post etc)*
- **Have you looked at the photo/watched the entire video to check you are completely happy with it?** *(this is just like when we say to children read your work before you hand it in)*

If you have read through this checklist and are happy to proceed please upload your work to the Google Classroom. Please remember that by uploading your work in this way you are giving your permission to share this learning with the staff and other children in the Google Classroom. Work which is posted in the stream is able to be seen by other children as well as staff.
PLEASE NOTE, IF YOU DO NOT WANT PHOTOS OR VIDEOS OF YOUR CHILD VISIBLE TO THE WHOLE CLASS PLEASE DO NOT POST THEM ON GOOGLE CLASSROOM IN THE STREAM.

Additional resources for parents and carers

The DfE has listed the following resources to support you to keep your children safe online, please click on the links to find out more:

- **Internet matters** provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- **Thinkuknow** provides advice from the National Crime Agency (NCA) on staying safe online
- **Parent info** is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- **Childnet** offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- **London Grid for Learning** has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- **Net-aware** has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- **Let's Talk About It** has advice for parents and carers to keep children safe from online radicalisation
- **UK Safer Internet Centre** has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services