



<b>BELIEVE</b>	IN A HEALTHY MIND AND BODY IN STRIVING TO BE THE BEST WE CAN BE IN RESPECTING EACH OTHER AND OURSELVES
<b>GROW</b>	THROUGH LEARNING IN HUMANITY AND KINDNESS THROUGH EMBRACING OUR OPPORTUNITIES
<b>SUCCEED</b>	IN MAKING OTHERS PROUD IN BUILDING POSITIVE RELATIONSHIPS IN BEING RESILIENT AND COURAGEOUS

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# Online Remote Learning Safety – Covid addendum Policy

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Version 01.21

## Document Control

Date	Version	Author	Notes
07/10/20	10.20	BON & SB	
19/01/21	01.21	BON/CT/SB	

Dagenham Park Church of England School is committed to providing a safe environment for online learning. During any period of Online Remote Learning our expectations of staff and pupils remain the same regarding the principles and practices set out in the school's Safeguarding Policy, E Safety Policy and ICT Internet Acceptable Use Policy. These will continue to apply both to existing and any new online learning arrangements introduced. Staff and pupils must review these policies and ensure that they always adhere to them.

In order to ensure the safety and welfare of children during any period of Online Remote Learning, the school will follow the DfE remote learning guidance set out below:

<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 for all

- Where the site remains open, the school will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources.
- For the purposes of Online Remote Learning, the primary platform used for Years 11, 12 and 13 is Microsoft Teams and for Years 7, 8, 9 and 10 Show My Homework. The school has central oversight of and can monitor activity and communications through these platforms. These platforms are restricted to Dagenham Park Church of England staff users only and permissioned accordingly.
- The school has technical support dedicated to maintaining a safe and operational online environment. Where the school ICT team is unavailable, Elementary ICT will best endeavour to provide technical support to the school.
- The school's Designated Safeguarding Team has day to day responsibility for online safety and will maintain an active oversight of the management of guided Online Remote Learning from a safeguarding perspective. Procedures will be reviewed regularly, and action will be taken swiftly if concerns about the use of technologies arise. The school is using an online monitoring system called Impero. One of our team checks Impero on a daily basis for any concerns/alerts. If a concern is raised, they will allocate this to a relevant staff member or see the pupil themselves. Outcomes are recorded on CPoms (Child Protection Online Management System).
- The school will keep in regular contact with parents, updating them as appropriate with information on how the school is providing Online Remote Learning, how they can keep their children safe online, and any new developments.



## Online Remote Learning

There is a wide range of formats for Online Remote Learning including:

- Posting activities for pupils at regular intervals, with pupils posting responses via Teams for Years 11 to 13 and SMHW for Years 7 to 10.
- Providing recorded material in the form of ClickView videos and audio PowerPoints
- Directing pupils to web-based resources and activities they can engage with on or offline, e.g. [www.MyMaths.com](http://www.MyMaths.com) , [www.thenational.academy](http://www.thenational.academy) and [www.languagenut.com](http://www.languagenut.com)
- Conducting live lessons via Microsoft Teams

Teachers will select the most appropriate format for a lesson in line with the Recovery Curriculum Policy.

Online Remote Teaching is an important part of the overall package for pupils of all ages. Interaction with a teacher is an important part of the learning process, and whilst online contact cannot replicate face to face contact, live sessions are particularly helpful as they allow contemporaneous communication, with students able to respond to their teachers' questions – and vice versa. Live contact is an important part of pastoral support and provides pupils with a direct interface with a familiar trusted figure at a time of significant change and uncertainty. Live classes also give pupils the opportunity to interact with peers and maintain important social connections during a period when they could otherwise become isolated.

However, it should be remembered that live online teaching remains 'one tool in the box' and, for the reasons set out above, it should be balanced alongside learning opportunities in a range of other formats.

In order to safeguard both pupils and staff, any Microsoft Teams sessions must be conducted following the protocols set out below:

### Protocols for staff in relation to Online Remote Learning:

- Only use school approved platforms; do not use social media to communicate with pupils
- Reinforce online safety messages regularly in your teaching
- Bear in mind the current circumstances and how they are affecting children and families when setting expectations of pupils
- Only allow pupils to join your lessons on Teams via their school e-mail
- 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 school.
- Do not introduce any new apps and resources without the approval of the DHT i/c Teaching and Learning.
- If concerned about online safety, check with the DHT i/c Pastoral
- Ensure that passwords and secure information such as logins for CMIS/CPOMS, are kept confidential
- Adhere to copyright and GDPR guidelines
- Continue to look out for signs that a child may be at risk – which may differ from typical triggers in a school environment. Report any concerns to the DSL without delay in the usual way
- Do not provide pupils 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 emails and other forms of correspondence



### **In relation to Microsoft Teams:**

- Keep a record/log of live online lessons – date and time, attendance, what was covered, any incidents in your mark book. Any serious incidents should be reported in the usual manner.
- Maintain professional conduct if live streaming via TEAMS – switch off your camera and remember that your microphone may be on
- Ensure that you have no other tabs open on your browser, particularly if you are sharing your screen
- Maintain the same boundaries and insist on the same standard of behaviour as in a school setting. Make specific protocols clear at the outset, e.g. all pupils switch off their camera, mute microphones at appropriate times, use of the chat function, etc.

### **Reporting an issue for staff:**

- Any child protection or safeguarding concern must be reported to the safeguarding Team without delay and entered on a cause of concern form on CPOMS or in the unlikely event that the Safeguarding Team is unavailable, all concerns must be reported to the Headteacher.
- Concerns about the safety of procedures, behaviours or use of technology should be referred to the DSL

### **Protocols for pupils in relation to guided home learning:**

- Always log on through your Dagenham Park account
- Do not undermine in any way the technology used to offer Online Remote Learning lessons. Do not make recordings, take screenshots/screengrabs or photographs, or store footage of teachers or other pupils
- Ensure that you have a safe and appropriate place to participate from. If not, please inform your teacher immediately
- Follow the school rules for conduct during online lessons as if you were in school
- 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
- 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 Online Remote Learning as they would ordinarily do when their children are using technology at home. Monitoring screen time (phones, tablets, computers, electronic devices) is particularly important in the current circumstances
- While pupils are working from home, they are connected to their home broadband, so their traffic doesn't go through the Dagenham Park 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-and-carers>

and here: <https://www.internetmatters.org/parental-controls/>



- Communication during online learning is between pupil and teacher: parents should communicate with school/staff in the usual manner, via the school safeguarding email: [safeguarding@dagenhampark.org.uk](mailto:safeguarding@dagenhampark.org.uk) or telephone during a period of remote learning
- Any parent wishing to supplement the school's remote 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.
- Social media, networking apps and gaming platforms are particularly popular at the moment. Parents are responsible to be mindful of age restrictions and to oversee their child's social media activity
- The school will update parents regularly on online safety matters. Parents are requested to heed the school's advice and contact the school if they have concerns or encounter risk online: [safeguarding@dagenhampark.org.uk](mailto:safeguarding@dagenhampark.org.uk)

### Reporting an issue for parents:

- If you have any worries or concerns about the welfare of your child, please contact the Safeguarding Team for any safeguarding or child protection or online safety concern
- You can also report an incident to CEOP (Child Exploitation Online Protection) <https://www.ceop.police.uk/safety-centre/>
- <https://www.thinkuknow.co.uk/parents/Gethelp/Reporting-an-incident/> or Report Harmful Content <https://reportharmfulcontent.com/>
- Contact your child's Head of Achievement in the usual way for routine queries about remote learning via email.

For Year 7: [rhb@dagenhampark.org.uk](mailto:rhb@dagenhampark.org.uk)

For Year 8: [yesat@dagenhampark.org.uk](mailto:yesat@dagenhampark.org.uk)

For Year 9: [bihezie@dagenhampark.org.uk](mailto:bihezie@dagenhampark.org.uk)

For Year 10: [rstanley@dagenhampark.org.uk](mailto:rstanley@dagenhampark.org.uk)

For Year 11: [emccarthy@dagenhampark.org.uk](mailto:emccarthy@dagenhampark.org.uk)

For Year 12 (academic): [mamjad@dagenhampark.org.uk](mailto:mamjad@dagenhampark.org.uk)

For Year 12 (BTEC): [btrayler@dagenhampark.org.uk](mailto:btrayler@dagenhampark.org.uk)

For Year 13: [jbains@dagenhampark.org.uk](mailto:jbains@dagenhampark.org.uk)

- Support for any IT Issues, please email: [it20@dagenhampark.org.uk](mailto:it20@dagenhampark.org.uk)
- See the sources of support and advice below: 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

