



## **ST. AUGUSTINE OF CANTERBURY CATHOLIC PRIMARY SCHOOL**

### **Addendum Online Safety policy**

#### **Mission Statement**

"I called you by your name, you are mine." Isaiah 43

The mission of our school is to support and further the teachings of Christ and His Church.

We welcome and embrace individuals of all abilities and cultural backgrounds.

We aim to enhance and celebrate their moral, physical, social and emotional development, so that they may reach their full potential in an atmosphere of stability, care and respect.

We believe that education is for all and in partnership with parents, carers, children and the wider Catholic community: we will strive and succeed in a wholly inclusive setting.

#### **Equality Statement**

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at St Augustine of Canterbury Catholic Primary School.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Date issued: April 2020

Written by: Mrs Claire Burns (Online Safety Lead and Deputy DSL)

Written using the DfE Guidance: Safeguarding and remote education during coronavirus (COVID-19)

## **Safeguarding children and teachers online**

During this coronavirus (COVID-19) outbreak, most children are being educated at home therefore adaptation and adjustments have been made by teachers to facilitate remote education strategies. While this is happening, it is important that schools continue to follow safeguarding procedures (see Safeguarding addendum), including online safety measures.

Keeping teachers and children safe when providing remote education is essential. Remote education is a new experience for both the staff and children of St. Augustine of Canterbury Catholic Primary School, so this addendum to the online Safety policy seeks to clarify our approach to online safeguarding procedures, following Government guidance.

### **Information for school staff**

Further useful resources for school staff to understand more about ensuring online education is safe can be found here:

- remote education advice from [The Key for School Leaders](#)
- advice from [NSPCC](#) on undertaking remote education safely
- guidance from the [UK Safer Internet Centre](#) on remote education

Guidance on [teaching online safety in schools](#) provides information to help schools ensure the children understand how to stay safe and behave online.

### **Information for parents and carers**

It is especially important for parents and carers to be aware of what their children are being asked to do, including:

- sites they will be asked to use: - Before assigning websites, teachers check the suitability for the children. However, parents and carers should also check these before use by the children as different pop-ups or redirection links may occur depending on the firewalls or internet filters that you have at home.
- school staff their child will interact with: - Home learning is set via our school VLE, with only the teachers having access to edit the content that is uploaded. Direct communication with the class teachers is only available via the Year group email addresses.

The importance of a safe online environment is even more relevant during this time and we encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be manually turned on.

Information and resources to support parents and carers to keep their children safe online can be found below as well as on our school website Online Safety pencil:

- [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
- [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
- [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

## Reporting concerns

It is important that any online concerns are reported. Parents and carers can contact the class teachers directly to report any worries or ask questions about online learning using the Year group email. Alternatively, you can email the online Safety Lead, Mrs Burns using: [deputyhead@staugustine.medway.sch.uk](mailto:deputyhead@staugustine.medway.sch.uk)

If any online Safeguarding concerns arise, teachers and parents can follow the reporting procedure outlined in the Addendum Safeguarding policy, emailing the designated Safeguarding Lead: Mrs Prestidge using [headteacher@staugustine.medway.sch.uk](mailto:headteacher@staugustine.medway.sch.uk) in the first instance or the Deputy Designated Safeguarding leads: Mrs Burns [deputyhead@staugustine.medway.sch.uk](mailto:deputyhead@staugustine.medway.sch.uk) Mrs Liggins [SENCO@staugustine.medway.sch.uk](mailto:SENCO@staugustine.medway.sch.uk)

## Harmful or upsetting content

In addition to the reporting routes mentioned above, you can access further support by:

- reporting harmful online content to the [UK Safer Internet Centre](#)
- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

## **Bullying or abuse online**

You can:

- get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)
- get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied

Further guidance for schools can be found by accessing the free [Professionals Online Safety Helpline](#) which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk). The helpline is open from Monday to Friday from 10am to 4pm.

## **Communicating with parents, carers and children**

To maintain professional practice during remote education, when communicating online with parents and pupils, St. Augustine of Canterbury staff should:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the school channels approved by the senior leadership team
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- advise staff not to share personal information

## **Virtual lessons and live streaming**

There is no expectation that teachers should live stream or provide pre-recorded videos. When considering the approaches that best suit the needs of our children and staff, we have agreed upon the use of the VLE as the primary source of providing home learning resources as well as use of the virtual lessons from Oak National Academy, BBC Bitesize and the Letters and Sounds channel, as recommended by the DfE.

## **Personal data and GDPR**

Schools and colleges should continue to follow the guidance outlined in the [data protection: toolkit for schools](#) when managing personal data and may need to consider:

- taking care not to share contact details when emailing multiple people
- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely