

Microsoft Teams

COVID-19 Safeguarding Policy

Addendum

St Francis' Catholic Primary School

St. Francis'
Catholic Primary



Approved by FGB on:

Approved by Committee: Mission and Ethos

Next review due by: Feb 21

Microsoft Teams

COVID-19 Safeguarding Policy Addendum

Children and online safety away from school and college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy; where appropriate, referrals should still be made to children's social care and as required, the police. Online teaching should follow the same principles as set out in the staff code of conduct.

The school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering learning using online resources:

- Staff must only use platforms provided by the school (MS Teams and Class Dojo) to communicate with pupils and parents/carers
- Where webcams and streaming are used to deliver lessons and catch-up sessions, staff should not speak or communicate to a pupil 1:1 unless agreed with SLT and an arrangement made that another adult (either staff member or parent) is present within the streamed session. All 1:1 sessions must be recorded
- Chat/conversation on MS Teams must reflect the register of communication that is appropriate in a classroom and be visible to senior staff (e.g. SLT) who may monitor content
- Communication via email should be from school email addresses or from school email addresses to parents'/carers' private emails addresses. (Although the first port of call for communication with parents/carers should be Class Dojo.) Staff should never enter into any correspondence sent from a child's private email account to individual staff accounts
- Video and other learning materials may be externally hosted on external media such as YouTube. Where this is the case, they should be marked in settings as educational and for children's use so that surrounding third-party content is not inappropriate for use with children
- Staff must not use personal social media for e-learning purposes or communication with pupils
- Where telephone contact is made with a pupil, the parent must be asked to remain in ear-shot of the pupil. Staff should always ask if they can be put on 'speakerphone' if this is available so that the parent can hear both sides of the conversation (see telephone protocol)