

**Bell Lane Primary School and Children’s Centre**

**Online Safety**

**Policy**

**COVID-19 addendum**

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| **Document Control** | |
| Committee with oversight of the policy: | Full Governing Body |
| Lead Person: | Harsha Patel |
| Approved by Governing Board: | Approved by Chair under Chair’s Action: 9 April 2020  Approved by Governing Board: |
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| Version number and year: | 1 (April 2020) |
| Next review: | 3-4 weekly by Headteacher |

**Addendum review dates and changes**

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| **Review date** | **By whom** | **Summary of changes made** | **Date implemented** |
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This addendum has been developed as an addition to our school’s Online Safety Policy, to assist in maintaining and appropriately adapting our online safeguarding roles and responsibilities during this pandemic. This policy will be amended and updated with government Covid-19 guidance as and when this is published. [**Coronavirus (COVID-19): guidance for schools and other educational settings**](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)

[**Coronavirus: safeguarding in schools, colleges and other providers**](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers)

[**https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19**](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19)

Please refer to the Corona virus Risk Assessment also available here on our school website<http://www.belllaneprimaryschool.co.uk/>

We will still have regard to the statutory safeguarding guidance,[**Keeping Children Safe in Education**](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)andrelevant government coronavirus guidance such as[**Coronavirus: safeguarding in schools, colleges and other providers**](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers)**,** [**The Prevent Duty advice for schools and childcare providers**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)and[**Prevent duty guidance**](https://www.gov.uk/government/publications/prevent-duty-guidance)toensure we keep children safe.

This addendum applies during the period of school closure due to COVID-19, reflects updated advice from our Prevent partners and is a supplement to our existing Online Safety and Child Protection Policies which are still operational.

This addendum will also reflect any updated advice from Barnet Safeguarding Children Partnership and from the Local Authority in relation to online safety and our Prevent duties.

Details of the Prevent radicalisation and community safety guidance: <https://www.barnet.gov.uk/community/community-safety/radicalisation-and-prevent>

Thebarnetscp.org.uk

**Key Online Safety and Prevent contacts during Covid-19 arrangements**

| **Role** | **Name** | **Contact details** |
| --- | --- | --- |
| Headteacher | Harsha Patel | [children@belllane.barnet.sch.uk](mailto:children@belllane.barnet.sch.uk) |
| Designated Safeguarding Lead including Prevent Lead | Harsha Patel | [children@belllane.barnet.sch.uk](mailto:children@belllane.barnet.sch.uk) |
| Data Protection Officer | Teresa Green | [tgreen@belllane.barnet.sch.uk](mailto:tgreen@belllane.barnet.sch.uk) |
| Designated member of senior leadership team if DSL (and deputy) can’t be on site | Janice Doherty | [jdoherty@belllane.barnet.sch.uk](mailto:jdoherty@belllane.barnet.sch.uk) |
| Victoria Atkin | [vatkin@belllane.barnet.sch.uk](mailto:vatkin@belllane.barnet.sch.uk) |
| Anisha Madhewoo | [amadhewoo@belllane.barnet.sch.uk](mailto:amadhewoo@belllane.barnet.sch.uk) |
| Tamsin Jones | [tjones@belllane.barnet.sch.uk](mailto:tjones@belllane.barnet.sch.uk) |
| Caroline Walsh | [cwalsh@belllane.barnet.sch.uk](mailto:cwalsh@belllane.barnet.sch.uk) |
| Sharon Plummeridge | [splummeridge@belllane.barnet.sch.uk](mailto:splummeridge@belllane.barnet.sch.uk) |
| Boadicea Faulkner | [bfaulkner@belllane.barnet.sch.uk](mailto:bfaulkner@belllane.barnet.sch.uk) |
| Link Governor for online safety | Tracy Simmons | [tsimmons@belllane.barnet.sch.uk](mailto:tsimmons@belllane.barnet.sch.uk) |
| Designated Prevent Governor/Trustee: | Tracy Simmons | [tsimmons@belllane.barnet.sch.uk](mailto:tsimmons@belllane.barnet.sch.uk) |

Note: Contact details for all other key safeguarding agencies are as referenced in our Child Protection Policy. This includes Barnet MASH, for pupils displaying concerning behaviour and Due Diligence and Counter Extremism Division of the DfE for concerns about staff.

Barnet Multiagency Safeguarding Hub: 020 8359 4066; [mash@barnet.gov.uk](mailto:mash@barnet.gov.uk)

DfE Counter Extremism Division: [DDCED.SPOE@education.gov.uk](mailto:DDCED.SPOE@education.gov.uk)

Please use this [Online Tool](https://www.gov.uk/report-terrorism) for Reporting Terrorist or Extremist Use of the Internet.

Reporting Harmful or upsetting content:

* reporting harmful online content to the [UK Safer Internet Centre](https://reportharmfulcontent.com/)
* getting government advice and trusted resources from [Educate Against Hate](https://educateagainsthate.com/) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

**Personal data and our duty under GDPR**

The school’s Data Protect Policy remains in operation and can be found xxxxxx.

During this period of remote learning and working it is even more important that we consider how safely personal data is being shared.

* Bell Lane Primary School will ensure that access to data systems is provided, to staff who need access, securely.
* Staff will be careful when sharing personal data for access to online resources.
* Only share contact details for themselves or others when necessary to relevant staff or agencies.

**Safeguarding**

Many staff will be working remotely with pupils and this can be challenging. However, we must not lose sight of our overarching responsibly to safeguard pupils both in school and working online at home. Therefore, it is vital that we all follow these important safeguarding principles:

* The best interests of children must always continue to come first
* If anyone has a safeguarding concern about any child, they should continue to act on it immediately and report to the DSL
* Children should continue to be protected when they are online.
* Online advice and guidance will be shared with parents who are caring for children at home.
* Safe practice guidelines will be followed for virtual classrooms and videoconferencing.
* Ensure, wherever possible, children being educated at home are aware of the enhanced online risks encountered during the virus lockdown from conspiracy theories, fake news and extremist groups.
* Promote and monitor good online behaviours
* Ensure that pupils have access to pastoral support
* Reporting concerns to the DSL

Further advice and guidance on Prevent can be obtained from:

Prevent Education Officer: [perryn.jasper@barnet.gov.uk](mailto:perryn.jasper@barnet.gov.uk); 07856 002586; 020 8359 7371

Prevent Coordinator: [sam.rosengard@barnet.gov.uk](mailto:sam.rosengard@barnet.gov.uk); 07921 277713; 020 8359 3323

**Bullying or abuse online**

Any abusive behaviour will not be tolerated, this includes online bullying and any abusive, racist or derogatory comments made online.

Behaviour and Restorative Practice policy

Anti-bullying policy

Other sources of advice and information can be found:

* get advice on reporting online abuse from the National Crime Agency’s [Child Exploitation and Online Protection command](https://www.ceop.police.uk/safety-centre/)
* get advice and support from [Anti-Bullying Alliance](https://www.anti-bullyingalliance.org.uk/tools-information/if-youre-being-bullied) for children who are being bullied
* Schools can access the free [Professionals Online Safety Helpline](https://swgfl.org.uk/services/professionals-online-safety-helpline/#contact) 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.

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| **All concerns should be reported following normal procedures** |

**Online safety in school**

We will continue to have appropriate filtering and monitoring systems in place in school.

Where students are using computers in school, appropriate supervision will be in place.

**Online safety when working remotely**

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct.

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 the existing Child Protection / Safeguarding Policy directs. Where appropriate referrals should still be made to children’s Multiagency Safeguarding Hub and when required, the police.

Online teaching should follow the same principles as set out in the staff Code of Conduct Policy and the Behaviour Policy.

The school/college 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 virtual lessons, especially where webcams are involved:

* Where 1 to 1 communication is required, the pupil should have an appropriate adult present.
* Staff and children must wear suitable clothing, as should anyone else in the household.
* Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred where the technology is available.
* The live class should be recorded so that if any issues were to arise, the video can be reviewed.
* Live classes should be kept to a reasonable length of time.
* Language must be professional and appropriate, including any family members in the background.
* Staff must only use communication systems provided by the school/college to communicate with learners.
* Staff should record, the length, time, date and attendance of any sessions held.

If IT staff are unavailable, our contingency plan is (*insert details of contingency plans for IT support, e.g. from another school, LA etc.)*

*Acceptable use of technology – refer to online safety tab on the school website,*

Other sources of advice:

* remote education advice from [The Key for School Leaders](https://schoolleaders.thekeysupport.com/covid-19/safeguard-and-support-pupils/safeguarding-while-teaching/remote-teaching-safeguarding-pupils-and-staff/?marker=content-body)
* advice from [NSPCC](https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely) on undertaking remote education safely
* guidance from the [UK Safer Internet Centre](https://swgfl.org.uk/resources/safe-remote-learning/) on remote education

Guidance on [teaching online safety in schools](https://www.gov.uk/government/publications/teaching-online-safety-in-schools) provides information to help schools ensure their pupils understand how to stay safe and behave online.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our normal reporting and record keeping procedures.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support when required.

**Staff working safely**

Safe practice guidelines will be followed for virtual classrooms and videoconferencing. This includes:

* Always two members of staff for online classrooms
* Never be alone with a pupil
* Wearing appropriate clothing
* Ensuring the background to your presentation is appropriate
* New material is checked by SLT or your Line Manager
* The platform e.g. Zoom, Skye, email etc. for your presentation is approved, never use a personal account
* Ensure that only school approved electronic equipment is used
* Report any breaches of data protection to the DPO (or as applicable)
* Report any unexpected events such as an unplanned call from a parent etc.
* Report any cyber bombing
* Report or document (dependent on school policy) any incident in your house that was seen by pupils.
* Report any inappropriate behaviour of other adults online e.g. a parent in the background swearing.
* Remember that you are teaching a class

**Working with parents and carers**

We will make sure parents and carers:

* Are aware of the potential risks to children online and the importance of staying safe online.
* Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school.
* 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 teachers not to share personal information
* Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides.
* Know where else they can go for support to keep their children safe online.

We will do this by sharing information via e-newsletters, text messages (remove if this is not available) and information posted on our website, following updates and advice received from:

[Safer Internet Centre](https://www.saferinternet.org.uk/blog/keeping-children-happy-and-safe-online-during-covid-19)

[DfE advice and guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online)

[London Grid for Learning](https://www.lgfl.net/)

[ThinkUKnow](https://www.thinkuknow.co.uk/)

[Educateagainsthate.com/parents/](https://educateagainsthate.com/parents/)

<https://parentinfo.org/>

<https://www.childnet.com/parents-and-carers/parent-and-carer-toolkit>