

## Online Safety Policy - Addendum re Coronavirus Response

### Section 2: Safer Access, Connectivity and Mobile Phone use.

#### Changes to how school will share information with parents

- Letters will be available on the school website.
- Parents will be notified of letters via T2P.
- Letters will go home with children in school as appropriate.

#### Changes to how parents can get in touch with school

- Teachers can be spoken to briefly during drop off and pick up to ask that the teacher contacts them for further discussion. The teacher will then contact the parent by phone later the same day.
- Parents can contact school through the school office via T2P, phone call or e-mail.

#### At times when it is necessary for school staff to contact home the following rules will apply.

- Staff are encouraged to use school equipment wherever possible, but in the event of school being closed then personal equipment will be used in a safe and responsible manner.
- When using personal devices for work staff to ensure secure internet connections wherever possible.
- Working devices are not to be left unlocked around others when working at home.

#### If teachers are phoning pupils/homes the following must apply.

- To be done through parents' phones only, and in all cases make sure parents are aware and agree.
- Calls made in school hours as much as possible.
- Make sure someone else at school is aware, and keep a record of the date and time of each call.
- Have a parent there at the child's end, and have the phone on speaker phone.
- Either use a system that will route calls through your school's number rather than your own, or block their number so parents don't see it. (Give parents a heads-up of what time you'll be calling if you're blocking numbers, so they're more likely to pick up.)
- If teachers are using video calling, take the same steps as above.

### Section 3: Safer Learning

#### At times when home learning needs to take place.

- Home learning will be distributed via Seesaw.
- All children have their own personal log-in which is shared with parents by T2P.
- All children have a 'work pack' which will be sent/delivered to their home and used in support of the online learning on Seesaw.
- Children are able to communicate via Seesaw with teachers in a secure manner.
- Parents are asked to provide a safe environment for children when completing online learning and to do so in a shared space rather than their bedrooms.
- If children are invited to a class zoom meeting then parents are asked to remain in the same room throughout.
- Teachers will respond to home learning via the Seesaw app.
- Videos for teaching purposes will be uploaded as appropriate during home learning.
- Videos uploaded by school staff will be recorded in a secure and safe environment and the setting will be considered.
- Online learning will commence should a class bubble need to be closed.
- Individualised online learning will be provided in the event of an individual being absent due to Covid-19 and this is provided via the school newsletter and T2P.

#### Expectations for staff working from home

- Staff needing to work from home due to Covid-19 responses will be expected to follow all of the above systems.