



Springfields First School

Addendum to Online Safety Policy for Covid-19 - TEAMS

Context

During this unprecedented situation of a worldwide pandemic, many aspects of usual life have changed. In order to safeguard our pupils, staff and community we have made some adjustments to our school which are in the best interests of all aforementioned parties. A full risk assessment has been carried out and the measures in place are reflected within this document. This addendum will be reviewed regularly to ensure these remains the case.

'Usual' Online Safety Policy:

The school has an online safety policy, which is updated and reviewed as necessary. This addendum has been created specifically to address issues involved with the use of online technologies to communicate with pupils through 'online sessions'. The school and staff are not currently engaging with regular online teaching, at the moment but may, in the future if circumstances change.

Below are questions, concerns and issues that we must be aware of to ensure the safety of pupils, staff and families.

Safety area	Expectations
Which software will be used for online provision?	All staff will use Microsoft Teams for staff meetings, as the system is already installed in school and staff received training on using Teams on 19/6/20.
Who is overseeing the setup of MS Teams?	The school is accessing Teams through BGFL/Entrust who manage our in-school and online storage systems.
How will we ensure that children are not one-on-one with staff at any time?	For any online one to one sessions, we will request that parents are within ear-shot. Group sessions are preferable and one to one sessions should only be used in an emergency.
How will we ensure that all those involved are aware of safety rules/expectations?	An Acceptable Use Policy for online sessions has been devised and distributed to parents and discussed with all users before they are able to access the provision. This includes statements on safety, behaviour and understanding of principles for all users.
How will we ensure that inappropriate images are not shared?	The Acceptable Use Agreement states that pupil's devices should be set up in family spaces, meaning that parents/carers are able to oversee content.

How will parents know what is happening with their children's data?	All data is stored within areas controlled by GDPR and is not transferred outside these areas at any time.
How will we ensure that pupil's behaviour online is appropriate?	The Acceptable Use Policy will be shared with all pupils to remind them of their responsibilities at the start of each session. Normal classroom behaviour will be expected and children who do not adhere to this will have their access removed.
Can pupils use the online system to contact others?	The Team chat aspect of the online software will be activated to allow conversation between staff and pupils but pupils will be discouraged from sending chats to each other, in a safe, monitored environment. The acceptable use of this system will be included in the AUP.
What if there is a complaint about behaviour of children or staff following a session?	A paper register will be kept for each session, showing who attended and who did not. The HT will investigate all complaints.
Will sessions be timetabled?	Yes, sessions will be timetabled and parents will be clearly informed in advance of when the sessions will take place. Sessions will also be strictly time limited, to ensure that they are purposeful and to the point.
Will children be able to start their own meetings etc.?	Children will not be able to start their own Teams meetings via the software, this is to ensure that all video or audio communication is overseen by staff members at all times. The Teams Chat functionality will be available to the children, but the children and parents will be told that this is not for chats between children and is for contacting staff privately regarding any work set if necessary. Class emails should be used for all official communication.
What will be covered during the online sessions?	The sessions will be a chance for class staff and children to interact on an academic and social level. They may include PSHE type activities, discussions about the children's home learning, listening to stories, an introduction to the day's lessons and other matters.
How will students join the sessions?	Each student will be setup with their BGFL log-in which gives access to MS Teams, within the school organisation. Parents will be asked to confirm if they wish for their child to engage and to accept the AUP before any sessions are held. Teachers will then add sessions to the Team calendar, allowing children to access when the session is opened by the staff member.
How will we ensure that as many children as possible are involved?	Plenty of notice will be given for sessions in advance. We have requested that parents contact us if they are unable to use Teams on a device at home. MS teams can be accessed from almost all laptops and internet connected devices, either through an app, or through a web portal.

Will students be able to contact/be contacted by other Teams users, outside our organisation?	No, the settings will be such that contact between class Teams and outside our organisation will not be possible. Each class Team will be a closed group, only accessible by its members. Children will be unable to send/receive messages/contact requests outside their Team.
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What happens if a child breaks these rules?

Any deliberate flouting of the rules will initiate the following steps to be taken:

Unacceptable behaviour during videoconferencing:

1st incident:

- Child will be muted for the remainder of the session.
- Teacher will contact pupil's parents following the session by phone and inform them of what occurred.
- Parents will be informed that if unacceptable behaviour is repeated in future, child will be excluded from the following online session.

2nd incident:

- Child will be muted for the remainder of the session.
- Teacher will contact pupil's parents following the session by phone to inform them that their child has repeated unacceptable behaviour during an online session. If this is repeated for a third time, child will be permanently removed from all online sessions.
- Child will be excluded from the following online session.

3rd incident:

- Child will be muted for the remainder of the session.
- Head Teacher will contact pupil's parents following the session by phone to inform them that their child has repeated unacceptable behaviour during an online session. Head Teacher will inform parents that their child will now be excluded from future online sessions.
- Child will be excluded from future online sessions.

Unacceptable use of the Chat function within MS Teams:

1st incident:

- Child's access will be restricted immediately on the report of inappropriate use, while an investigation is undertaken.
- If unacceptable use is identified, Class Teacher will contact parents by phone and explain the incident. Teacher will explain that if this happens again, the child will be removed from the chat function for a fixed period.

- Depending on the form of unacceptable use, the school's usual behaviour and anti-bullying policies will be applied.
- Child's access will be returned following this discussion.

2nd incident:

- Child's access will be restricted immediately on the report of inappropriate use, while an investigation is undertaken.
- If unacceptable use is identified, Head Teacher will contact parents by phone and explain the incident. Head Teacher will explain that if this happens again, the child will be removed from the chat function permanently.
- Depending on the form of unacceptable use, the school's usual behaviour and anti-bullying policies will be applied.
- Child's access will be returned after a period of five days.

3rd incident:

- Child's access will be restricted immediately on the report of inappropriate use, while an investigation is undertaken.
- If unacceptable use is identified, Head Teacher will contact parents by phone and explain the incident. Head Teacher the child's access to the chat function on Teams will now be permanently removed.
- Depending on the form of unacceptable use, the school's usual behaviour and anti-bullying policies will be applied.
- Child's access will be permanently removed.

Exceptions:

The steps above will be followed in the vast majority of incidents, however, if the unacceptable use is of a suitably serious nature, the Head Teacher, in discussion with other senior staff members, may choose to omit steps from the process outlined above and move immediately to a permanent removal of access.