Croydon High School

Online Safety Guided Home Learning Annex

Last reviewed: September 2020

Responsibility for review: Deputy Head (Pastoral)

Following the COVID-19 outbreak, GDST schools moved to Guided Home Learning for the majority of of pupils. From September 2020, whilst most pupils will return to school, Guided Home Learning will continue to be part of the curriculum, either as a means of providing support for individual pupils in specific circumstances, or as part of a more flexible and diverse educational offer which the school and the GDST will continue to develop and enhance over time.

The school is committed to ensuring that online safety standards are maintained in the delivery of Guided Home Learning. Alongside the provisions in the *Safeguarding and Child Protection Policy* and *Online Safety Policy*, the GDST *Social Media Policy*, staff Code of Conduct and *Acceptable Use Agreements* for staff and pupils, the guidelines below must be followed.

Providing a safe system

- For the purposes of Guided Home Learning, the primary platforms used across the GDST network are:
    - Microsoft Teams
    - Google Classroom
    - Firefly

  The GDST has central oversight of and can monitor activity and communications through these platforms. The platforms are restricted to GDST users only and permissioned accordingly. Other platforms may be used at times for specific purposes. The online safety implications of any platform are carefully considered before use.
- Some live online sessions are recorded for safeguarding purposes (as set out below). When a recording is made, access is restricted to participants and the IT Administrator. Access may be granted to others in the event of a complaint, formal investigation, or legal request (this would be carried out under the standard GDST policies). Further distribution is strictly prohibited. Recordings will be deleted after 12 months.

Formats for home learning

There is a wide range of formats for guided home learning, including:

- Posting activities for pupils at regular intervals, with pupils posting responses
- Providing recorded material in the form of podcasts or video tutorials

- Directing pupils to web-based resources and activities they can engage with on or offline, e.g. PurpleMash
- Interactive/live teaching in real time

Teachers will select the most appropriate format depending on a number of factors, including the age of the pupils, size of the group, nature of the activity, and the degree of support required; and taking into account the need to provide a variety of learning experiences within a lesson, across the school day/week and through a scheme of work.

Live online teaching

Live online teaching is an important part of this overall package for pupils of all ages. Interaction with a teacher is an important part of the learning process, and whilst online contact cannot replicate face to face contact, live sessions are particularly helpful as they allow contemporaneous communication, with students able to respond to staff questions – and vice versa. Live contact is also an important part of pastoral support, and gives pupils the opportunity to interact with peers and maintain important social connections.

However, it should be remembered that live online teaching remains 'one tool in the box' and, for the reasons set out above, it should be balanced alongside learning opportunities in a range of other formats.

In order to safeguard both pupils and staff, live online sessions must be conducted following the protocols set out below.

For staff:

- Only use school approved platforms; do not use social media in communicating with pupils
- Keep a record/log of live online lessons by indicating in the work set on GoogleClassroom that a GMeet is involved. Any serious incidents should be reported in the usual manner depending on the nature of the issue and include date, time, attendance and details of the incident.
- Maintain professional conduct during live streaming – dress appropriately, consider your surroundings (background, other household members who may come into view etc.) and blur if necessary, and remember that your microphone may be on
- Maintain the same boundaries and insist on the same standard of behaviour as in a school setting. Make specific protocols clear at the outset, e.g. muting of microphones at appropriate times, use of the chat function, etc.
- The Head must be advised in advance of any 1:1 sessions. All 1:1 teaching sessions must be recorded on Microsoft Teams or Google Classroom. Support and pastoral 1:1 sessions should be recorded on Teams or Google Classroom unless the professional judgement of the member of staff is that this would be inappropriate, or the pupil is unhappy about a recording being made, in which case it is acceptable for detailed notes to be kept instead. Distribution of the recording beyond participants who have automatic access is strictly prohibited.

For pupils:

- Always log on through your GDST account and use your GDST email for school business
- Do not make recordings, take screenshots/screengrabs or photographs, or store or distribute footage of teachers or other pupils
- Be aware that some live online sessions may be recorded by the teacher
- Dress appropriately for online lessons
- Ensure that you have a safe and appropriate place to participate from. Blur your background if necessary
- Follow the school rules for conduct during online lessons as if you were in school
- Do not undermine in any way the technology used to offer video lessons
- If you have concerns about online safety, or if you feel you are being bullied, talk to someone you trust
- There are also external reporting routes you can use:
    - Childline – for support
    - CEOP – to make a report about online abuse
    - UK Safer Internet Centre – to report and remove harmful online content

The role of parents

- It is the responsibility of parents to ensure that pupils are monitored in their use of technology for Guided Home Learning as they would ordinarily do when their children are using technology at home.
- While students are working from home they are connected to their home broadband so their traffic doesn't go through the GDST firewall – parents will therefore need to ensure that age-appropriate filtering or safe search is enabled at home. Information on setting this up can be found at: https://www.saferinternet.org.uk/advice-centre/parents-and-carers/parental-controls-offered-your-home-internet-provider and here: https://www.internetmatters.org/parental-controls/
- Communication during online learning is between student and teacher: parents should communicate with school/staff in the usual manner, via school email or telephone
- Parents with queries about Guided Home Learning should contact their child's class teacher or tutor. Concerns related to safeguarding, child protection or online safety should be referred to the DSL
- Incidents can also be reported to CEOP https://www.thinkuknow.co.uk/parents/Get-help/Reporting-an-incident/ or Report Harmful Content https://reportharmfulcontent.com/