



George Stephenson
High School

**COVID-19 SCHOOL CLOSURE
ADDENDUM TO THE
ONLINE SAFETY POLICY
AT GEORGE STEPHENSON
HIGH SCHOOL**

Governance	George Stephenson High School Governing Body
Policy Officer	Mrs Williams, Deputy Headteacher
Review Date	April 2020 Updated May 2020
Committee Adoption Date	April 2020
Next Review Date	TBC

Introduction

This document provides an addendum to our GSHS Online Safety Policy during the Covid-19 pandemic as suggested in the DfE safeguarding guidance for schools which can be [found here](#). The guidance is under review and will be updated.

Online Learning:

The [link](#) to the folders for student work is now on the front page of the school website. Additional work is being added and students should check their school email regularly for updates. If there are any questions about passwords, parents should contact itsupport@gshs.org.uk

Our advice to parents is to follow a timetable that is best suited to their child. Following the normal school timetable is fine; however, they would prefer a more regular 'daily' timetable, we suggest using the format below:

Home School Day – Parents can alter the length of time and order as they wish

9.00-10.00- English - Reading

10.00-11.00 - Maths - Hegarty Maths

11.15-12.15 - Physical / Mental Health - Walk, Exercise, Mindfulness - This may be a walk, Joe Wickes, a puzzle or a Mindfulness activity - Websites such as (INCLUDE LINKS HERE)

12.15-1.00 - Lunch

1.00-3.00 - Subject for the day as outlined below

KS3 Subject for the day

Monday - English Tuesday-Science, Wednesday-History, Thursday-Geography, Friday-RE,

Monday- Maths Tuesday-Art and Design, Wednesday - Computing Thursday MFL - Friday - P.E or Food

KS4 Subject for the day

Monday-English, Tuesday-Maths, Wednesday-Science, Thursday Option 1, Friday Option 2,

Monday-English, Tuesday-Maths, Wednesday-Science, Thursday Option 3, Friday Option 4

Should a student run out of work, we advise them to contact their teacher directly from their school email account. We are conscious that we must be aware of parental and child mental health during this COVID-19 period. Therefore, please do not worry if your child struggles with any work - this is normal! Please make a note of any areas they get stuck on and bring this into school to share with their teachers on their return.

Online Safety:

Any remote contact or online teaching should follow the same principles as set out in the code of conduct and Acceptable Use Policy and Online Safety Policies (<https://www.gshs.org.uk/information/policies>).

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

Parents are encouraged to re-read the Student Acceptable Use Policy in our Online Safety Policy which they might find useful to discuss with your child as a way of refreshing their understanding of how to keep themselves safe online.

Some specific protocols we would like to draw to the attention of students, staff and parents in light of the COVID-19 situation are as follows:

- 1) Students must only use their GSHS Office 365 outlook email accounts if they need to contact their teachers, not any other sort of personal account.
- 2) Furthermore, students should respect the online privacy of all teaching and support staff and not seek to make contact with them on any form of social media.
- 3) Any use of video conferencing/video chats must only take place with the permission of a member of the senior leadership team (SLT). As of May 2020, these permissions have been granted to the Guidance Team and LT only.
- 4) Staff should always use school devices and contact pupils only via the pupil school email address / log in. This ensures that the GSHS filtering and monitoring software is enabled. In deciding whether to provide virtual or online learning for pupils, senior leaders will take into account issues such as accessibility within the family home, the mental health and wellbeing of children, including screen time, the potential for inappropriate behaviour by staff or pupils, staff access to the technology required, etc.
- 5) "Guidance for safer working practice for those working with children and young people in education settings Addendum April 2020" suggests that staff should:
 - adhere to their establishment's policy
 - be fully dressed
 - ensure that a senior member of staff is aware that the online meeting is taking place and for what purpose
 - avoid one to one situations – request that a parent is present in the room for the duration, or ask a colleague or member of SLT to join the session
 - do not record a lesson or online meeting with a pupil
 - think about the background; photos, artwork, identifying features, mirrors – ideally the backing should be blurred
 - staff and pupils should be in living / communal areas – no bedrooms

- If a staff member believes that a child or parent is recording the interaction, the lesson should be brought to an end or that child should be logged out immediately.
 - Staff, parent and pupil consent forms clearly state the standards of conduct required and must be signed and returned before video calls can go ahead.
 - If staff need to contact a pupil or parent by phone and do not have access to a work phone, they should discuss this with a senior member of staff and, if there is no alternative, always
- 6) use 'caller withheld' to ensure the pupil / parent is not able to identify the staff member's personal contact details.
- 7) Within our parental consent forms, we ask parents to ensure that:
- When making calls from home, all student should be aware of material that may be visible in the background and use the "blur background" tool to cover everything behind them.
 - All participants should avoid revealing sensitive data to one another.
 - Students should be aware that if they raise a safeguarding issue, Guidance Team staff have a duty of care and must follow the normal school safeguarding procedures and policy and cannot promise confidentiality.
 - All pupils and teachers that can be seen during a the virtual appointment should also be properly dressed and in a suitable, public location (such as a kitchen or living room) and not in a bedroom.
 - Video calls to pupil should only be made with parent/guardian consent and the parent is present or is aware of the call.
 - Photographs of individuals (staff or other pupils) are personal data, therefore screenshots of other members of the online learning environment cannot be taken.
 - Calls should not be recorded.
 - All Guidance Team staff delivering virtual appointments should log out at the end of the session
 - Pupils can choose not to open their camera and should not be made to use video.

Reporting concerns about Online Safety

As a school, we will continue to operate our Safeguarding procedures. Any concerns raised by students, staff or parents/carers will be dealt with as per the child protection policy and, where appropriate, referrals to Children's Services will be made. During this time, our school Guidance Team have been asked to make remote or phone contact or door to conduct welfare checks on some of our young people.

If as a parent/carer, you have safeguarding concerns about a young person during this partial school closure period, you can contact our temporary safeguarding email address on **safeguarding@gshs.org.uk** which will be checked daily. You can also speak to a social worker by calling the Front Door Service in North Tyneside on 0345

2000 109. They are open 8.30am – 5pm, Monday – Thursday and 8.30am – 4.30pm on Friday. Outside of those hours you can call the After Hours Service on 200 6800. You can also email Children's Services at childrenandadultscontactcentre@northtyneside.gov.uk. **If you have an immediate concern and feel that a child is at risk of significant harm or danger you must contact the police first on 999.**

To support you in safeguarding your child during any online learning, it is essential that you are aware of the very clear reporting routes in place so you can raise any concerns whilst online. You are now temporarily able to report any online safety incidents through our normal guidance system and through contacting safeguarding@gshs.org.uk, and any emails can be directed to the most suitable member of staff. Additionally however, we would also like to signpost children to age appropriate practical support from the likes of:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

In addition to the resources provided by teaching staff at GSHS, which are on our school website, there are a growing number of fantastic online resources currently being developed “beyond the school gate” which parents and students may choose to access. We would like to take this opportunity to emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- Internet matters - for support for parents and carers to keep their children safe online
- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

The school will continue to share safeguarding messages (both offline and online safety) on its website, social media pages and through Parent Mail.

GSHS recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

Teachers at school name need to be aware of this in setting expectations of pupils' work where they are at home. GSHS will ensure that where we care for children of critical

workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS where necessary.