



**St. Basil's**  
Catholic Primary School  
We Love, Learn and Succeed Together

# E Safety Policy

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Committee	Resources
Frequency	As directed by HBC
Date passed	
Review Date	Annually
Originated by	HBC
Signed	
Dated	





## E-Safety Policy

With the current COVID-19 situation, we are using technology more in order to support home learning. While staff are working at home or from school, we need to continue our duty of care for all staff and children during this time. We are putting these measures in place to ensure correct safeguarding takes place.

To ensure safe internet use when using any live streaming program we must ensure the following points are followed.

Teachers will:	Parents/ Children will:
<ul style="list-style-type: none"> <li>• Only school accounts are used not personal ones.</li> <li>• Ensure that they use an appropriate space to have the live lesson and objects or information is removed from view.</li> <li>• Never call individual children, only lessons to the whole class.</li> <li>• Only use a system approved by the school</li> <li>• Record all class sessions on Microsoft Teams so the session can be reviewed if necessary.</li> <li>• Always have at least 2 teachers or school members online during the session.</li> <li>• Ensure the use of professional and appropriate language at all times.</li> <li>• Ensure the year group channel is closed after a live session so children cannot continue to message on the system.</li> <li>• Ensure that messages posted on Microsoft Teams are stored, even if deleted. ICT support can manage this if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Not use Microsoft Teams without the permission of a responsible adult.</li> <li>• Neither parents/carers or child will share the child's school email address or password with anyone.</li> <li>• Never call the teacher via Microsoft Teams, only wait for a call or join through an invitation from the class teacher.</li> <li>• Be aware that all class sessions are recorded.</li> <li>• Only talk to a teacher on Microsoft Teams when whole class is involved, never on a 1:1 basis.</li> <li>• Ensure the use of professional and appropriate language at all times, this includes any family members in the background.</li> <li>• Be aware that all information on Microsoft Teams will be stored.</li> <li>• Be aware that parental controls should be activated on all devices.</li> <li>• Never email anyone without permission from the class teacher.</li> </ul>

Staff will be using school laptops to ensure data protection is adhered to. These devices either are stored in a safe place at school or at home and not left unattended. All school laptops are password protected and staff have been reminded to keep passwords safe and secure. During this time, passwords will be updated regularly to ensure a limited risk of cyber security problems.

Staff use the school drives where possible so as much work as possible is not stored on the computer itself. If a school laptop is lost or stolen, this would be reported to school as soon as possible.

All staff have up to date security fire wall setting on their computers and Halton Borough Council are aware of when these expire and therefore keep all laptops up to date and secure.

If any Teachers or Teaching assistants see anything inappropriate from either a colleague or a pupil, they must report it straight away via email to the Head Teacher and it will be dealt with.

All staff have completed additional E-Safety online training on the SSS CPD programme we use as a school.

#### Peer on peer abuse

We recognise the potential for abuse to go on between children, especially in the context of a school partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between children who are not currently attending our provision.

#### Pupil online safety during COVID-19

Children will be using the internet more during this period. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when students are learning at the school. The school continues to ensure appropriate filters and monitors are in place.

There is a lot of support available to keep pupils safe online. Below are some useful links to help parents and carers, these should be shared with parents and available on school information websites:

- Thinkyouknow (advice from the National Crime Agency to stay safe online)
- Internet matters (support for parents and carers to keep their children safe online)
- Parent info (support for parents and carers to keep their children safe online)
- LGfL (support for parents and carers to keep their children safe online)
- Net-aware (support for parents and carers from the NSPCC)

We will communicate with our parents to explain their role in this current situation and that they need to make sure that they are supervised while online. If parents have any concerns about their child online they can phone the school office to report any online issues. Parents will be reminded that parental controls should be activated on all devices.

To ensure all children can access the online learning, some children are loaning school equipment. This equipment has all of the restrictions online.

The Microsoft Teams online live system tracks every conversation even if they get deleted so we can ensure all children are safe online. Only children in our school have login details for the system and are able to join our Teams, and the children can only talk to people in their class. Teachers have the ability to turn the channel off and on to start and stop conversations between the children.

Staff can access further guidance here:

<https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home>

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>

## E-Safety Agreement

As a parent of a child in St Basil's Catholic Primary School, I agree to the following points regarding using internet at home for home learning.

Class teachers will be using Microsoft Teams to contact your child for home learning activities.

- I will not allow my child access to Microsoft Teams without the permission and supervision of a responsible adult.
- I will not share, or allow my child to share the child's school email address or password with anybody.
- I will not call, or allow my child to call the teachers via Microsoft Teams, only wait for a call or join through an invitation from the class teacher.
- I am aware that all class sessions are recorded.
- I will only talk to a teacher on Microsoft Teams when whole class is involved, never on a 1:1 basis.
- I will ensure the use of professional and appropriate language at all times, this includes any family members in the background.
- I am aware that all information on Microsoft Teams will be stored.
- I am aware that parental controls should be activated on all devices.
- I will not email anyone without the permission of my teacher.

By signing below you are agreeing to the above rules.

Sign \_\_\_\_\_

Date \_\_\_\_\_

Print \_\_\_\_\_

## Child Agreement

As a pupil of St Basil's Catholic Primary School, I agree to the following points regarding using internet at home for home learning.

- I will ask permission from an adult before I use Microsoft Teams
- I will only log on using my own username and password which I will keep confidential
- I will never contact anyone through Microsoft Teams or join meetings with anyone other than my teacher.
- I will never call a teacher using Microsoft Teams but will wait for a call to join the class meeting
- I will not message anyone else using Microsoft Teams
- I will only talk to a teacher on Microsoft Teams when the whole class is involved, never on a 1:1 basis
- I will always be polite and use appropriate language when using Microsoft Teams
- I understand that all messages and calls on Microsoft Teams will be recorded and stored

Sign \_\_\_\_\_

Date \_\_\_\_\_

Print \_\_\_\_\_