



Online Safety Addendum

COVID-19 School Closure Arrangements for Online Safety at Hazelwood Schools

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Context:

With the advent of the Coronavirus pandemic and the closure of schools for the majority of children on 20th March 2020, there has been a shift in schools towards providing online home learning as an efficient way of continuing children's education. This has necessitated a greater use of the internet and web-based resources for both staff and pupils. As time spent on the internet increases, so does the potential for harm. This addendum to the Hazelwood Online Safety Policy sets out the additional measures and protocols put into place to ensure that children and staff are kept safe whilst working at home.

1. Online Safety in School

Hazelwood will continue to provide a safe environment, including online. This includes the use of an online filtering system provided by London Grid for Learning (LGFL). Where pupils are using computers in school, appropriate supervision will be in place.

2. Children and Online Safety Away from School

Online teaching should follow the same principles as set out in Hazelwood's Code of Conduct and the main Hazelwood Online Safety Policy.

- Hazelwood will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.
- All procedures and expectations stated in the main Hazelwood Online Safety Policy must continue to be adhered to.
- Parents will be reminded of the support available to them in order to help to keep their children safe online through the Hazelwood Newsletter and links on the Online safety page on our school website.

Such 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

- Children will be set a weekly online safety task by their class teachers to ensure they are aware of how to keep themselves safe online. This can be found on their Year Group Page on our Hazelwood website and/or on Purple Mash
- Wherever possible, staff should use school equipment for setting online learning and communications with parents/carers and children.

3. Home Learning

- The majority of home learning will be set using learning platforms provided by the school such as: Purple Mash, My Maths, Busy Things and Tapestry
- These are secure authenticated platforms for which children have unique logins
- Where children are directed to alternative websites, for example to access video resources, staff will check the suitability of the content before directing children to access them
- Staff will wear suitable clothing, as should anyone else in their household if recording or videoing, e.g. a story time session for children
- Staff will be mindful of what can be seen in the background if making a recording-
- Language must be professional and appropriate at all times, including any family members in the background-
- Where staff are providing pre-recorded video or audio clips for children, they will be posted on Tapestry, Purple Mash or Year Group pages on our School Website.
- Our platform for hosting videos is Vimeo, for which we have a private account.
- When uploading videos to a host site, public comments should be turned off to prevent inappropriate language and videos should be unlisted. In this circumstance, children should be provided with a direct link to access the video.

4. Communication

- Staff must only use platforms provided by the school (Purple Mash, My Maths, Busy Things and Tapestry) to communicate with pupils
- Staff should NOT use 'live' conferencing to communicate with parents/carers or pupils.
- Children are able to communicate via email with teachers through the '2email' program in Purple Mash-
- This is an enclosed email system – children are unable to send emails outside of school members-
- Where the facility to allow children to communicate with each other has been enabled, all emails must be approved by the teacher before being released-
- Staff are able to access children's emails, including deleted ones, if any concerns should arise-
- Where '2blogs' are being used with a class or year group, all posts must be approved before being posted in public
- Where possible calls to children will be made from school telephones-

- When this is not feasible and staff are calling children from their own telephones, they will always use 141 before dialling so as not to share their personal telephone numbers.

5. Reporting Procedures

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online.

At Hazelwood these include:

- Children are able to report inappropriate emails to their teacher via 2email
- Parents/carers being directed to sites that support them in raising concerns e.g. Thinkuknow
- Parents emailing or calling the school office to inform staff of concerns
- Children will be signposted on the Hazelwood website Online Safety page to age appropriate practical support from the likes of:
 - [Childline](#) - for support for children
 - [UK Safer Internet Centre](#) - to report and remove harmful online content
 - [CEOP](#) - for advice on making a report about online abuse
- The CEOP reporting button is on the home page of our school website