Online Learning Safety Policy

Sidmouth International School (SIS) believe protecting students under the age of 18 from harm is essential. It is unacceptable for a child or young person to experience abuse of any kind and we recognise our responsibility to protect all children and young people enrolled at our school. Just as in a face-to-face lesson, all SIS safeguarding policies and procedures apply when teaching/learning online.

Any concerns about the health and wellbeing of pupils must be communicated to the SIS Designated Safeguarding Leads (DSL) immediately.

Designated Safeguarding Leads (DSLs) Level 3:

- Di Byrne– General Manager - the Senior member of the Management Team with special responsibility for Safeguarding matters.
- Jane Dumenil – owner - available to support the DSL's in the event of a safeguarding or child protection matter.

Our full safeguarding policy is available to read here: Link to SIS Safeguarding Policy.

Purpose

SIS will provide support and guidance to ensure our students remain safe whilst participating in online learning. The purpose of this policy is to detail roles and responsibilities in order to provide a safe, secure and supportive environment for all students.

Scope

The scope of the Online Safeguarding Policy covers the use of the internet and school enabled electronic communication devices including, but not limited to, email, mobile phones, games consoles, PCs, laptops, tablets and social networking sites.

Our commitment

SIS is committed to keeping children safe online and to ensuring positive online interaction between teachers, parents and pupils. This document has been prepared in accordance with the Department of Education "Teaching online safety in school", June 2019 guidelines:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/811796/Teaching_online_safety_in_school.pdf

Electronic contact with students

Electronic contact is defined as the communication or publication of information (including images) between two or more people using an electronic device. This may occur using (but is not limited to) landline and mobile phones, other handheld electronic devices, gaming equipment and computers. Electronic contact may include but is not limited to voice communication, text communication, instant messaging, email, social networking sites, blogs, photos and videos.

Protocols for online teaching

Teachers must:

- Dress appropriately, as they would in school.
- Set appropriate boundaries and behavioral expectations, and maintain the same professional
- standards as at school.
- Never make inappropriate jokes or comments online.
- Pay particular attention to use neutral, unemotive language that will not be misconstrued.
- Correspond professionally in tone and content.
- Contact pupils only through SIS email accounts or appropriate online tools or via their parents' email accounts. Other methods of contact such as phones, private email or social media accounts should not be used under any circumstances.
- When contacting pupils directly on their school email account, staff should always copy in their designated lead.
- Never conduct lessons from a bedroom or a personal space.
- Conduct lessons in a quiet space, preferably against a neutral background.
- Conduct lessons within the times identified in the Online learning timetable.
- Not exchange any information with a student that they would not be happy to share with the child's parent or guardian.
- Obtain permission from the parent or guardian stating they are aware of and approve of the communication.
- Every live video broadcast must be recorded.
- Students should be reminded periodically that these sessions are being recorded.
- Teachers will record the attendance of each live video broadcast.
- At all times, behave in accordance with SIS safeguarding policy.

Teaching staff are expected to read this document, our Safeguarding Policy and the Staff Code of Conduct before teaching remotely. They must sign to say they have understood the requirements and agree to adhere to them. Teachers must learn how to use the relevant technologies and be aware of the potential safeguarding issues with remote learning, including the need to check the suitability of any

online source that they recommend to the pupils. Teachers must be aware of the reporting route should they have a safeguarding concern about any child or member of staff.

Note: All staff are recruited in accordance with our Safer Recruitment Policy detailed within the SIS main Safeguarding Policy (see link above).

Parents should be aware of:

- The importance of remaining in control of electronic devices at home and remaining in earshot when children are in contact with teachers.
- What their children are being asked to do online during this period of remote learning.
- The sites that the children will be asked to access.
- Filters that might be appropriate on home computers if online lessons are to be effective.
- Who their child is going to be interacting with online.
- How to report concerns to the school.
- Where to seek support to help them to keep their children safe online.

The following websites offer support to parents and carers regarding online safety.

- Internet matters: https://www.internetmatters.org
- Net-aware: https://www.net-aware.org.uk
- Thinkuknow: https://www.thinkuknow.co.uk/
- Parent Info: https://parentinfo.org/
- UK Safer Internet Centre: https://www.saferinternet.org.uk

ALL parents will be asked to give their consent to the Live video sessions (see Appendix 1, below). Only the children of those who give their consent can join these sessions.

Students must:

- Use appropriate language at all times.
- Use neutral language at all times in order to prevent any misunderstanding of intent.
- Respect other student's right to privacy.
- Be dressed appropriately at all times when on visible online.

Data protection

Under GDPR all online content from a pupil is personal data and subject to the provisions under the Data Protection Act.
- All staff should maintain the security of computerised databases of information on individual pupils.
- The names, email addresses and phone numbers of parents and students are personal data; therefore only relevant people should have access, and the information should only be kept for as long as it is required.
- Student data should not be kept on the private devices of staff.
- An audit trail should be retained of all emails sent out by bcc'ing each email to: dibyrne@sidmouth-int.co.uk

All staff and parents must periodically remind students of the potential dangers of sharing personal information on the internet, uploading photographs, online harassment and the potential for scams.

The school's Online Safety policy is provided to students, teachers and parents.

Pupils or parents of pupils under the age of 18 years are required to sign our Online Learning Agreement (see Appendix 1). By signing, they agree to maintain positive habits of learning, communicate respectfully with teachers and other pupils online, behave properly, as they would in school, and act responsibly online to ensure their own safety and that of others in accordance with this policy.

DB 2023