



THE PALMER CATHOLIC ACADEMY

Online Safety: COVID-19 Annex

The Palmer Catholic Academy is committed to providing a safe environment for online learning. This commitment remains the same in the difficult circumstances brought about by the COVID19 outbreak. During the period of Guided Home Learning our expectations of staff and students also remain the same, and the principles and practices of the academy's Safeguarding and Child Protection Policy and Online Safety Policy, and the staff Code of Conduct and Acceptable Use Agreements for staff and students will continue to apply, both to existing and any new online and distance learning arrangements introduced. Staff and students must review these policies and ensure that they adhere to them at all times.

In order to ensure the safety and welfare of children during this period that students are engaging in guided home learning, the academy will follow the DfE remote learning guidance:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Given the changes in circumstances to everyday teaching and learning practices, the following guidelines will also apply:

Providing a safe system

- Where the site remains open, the academy will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the academy's IT systems or recommended resources.
- For the purposes of guided home learning, the primary platform used across the academy is Google Classroom
- The academy has central oversight of and can monitor activity and communications through this platform. Google Classroom is restricted to TPCA 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.
- The academy's Designated Safeguarding Lead (DSL) has day to day responsibility for online safety, and will maintain an active oversight of the management of guided home learning from a safeguarding perspective. Procedures will be kept under review and action will be taken swiftly if concerns about the use of technologies arise.
- The academy will keep in regular contact with parents, updating them as appropriate



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with information on how the academy is providing guided home learning, how they can keep their children safe online, and any new developments.

The Role of Parents

- It is the responsibility of parents to ensure that students are monitored in their use of technology for guided home learning as they would ordinarily do when their children are using technology at home. Monitoring screen time is particularly important in the current circumstances
- While students are working from home they are connected to their home broadband so their traffic doesn't go through the TPCA 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:
 - o <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/parentalcontrols-offered-your-home-internet-provider> and here:
 - o <https://www.internetmatters.org/parental-controls/>
- Communication during online learning is between student and teacher: parents should communicate with academy/staff in the usual manner, via academy email or telephone during a period of guided home learning
- Social media, networking apps and gaming platforms are particularly popular at the moment. Parents are advised to be mindful of age restrictions and to oversee their child's social media activity
- The academy will update parents regularly on online safety matters. Parents are requested to heed the academy's advice and contact the academy if they have concerns or encounter risk online

Reporting an issue for parents:

- Contact the DSL for any safeguarding or child protection or online safety concern - cmayer@tpc.academy
- You can also report an incident to CEOP <https://www.thinkuknow.co.uk/parents/Get-help/Reporting-an-incident/> or Report Harmful Content <https://reportharmfulcontent.com/>



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- Contact your child's tutor in the usual way for routine queries about guided home learning ·

See the sources of support and advice below

Sources of support and advice

UK Safer Internet Centre <https://www.saferinternet.org.uk/> - includes a range of activities for children of different ages

CEOP / Thinkuknow <https://www.thinkuknow.co.uk/> - includes a range of home activity packs National Online Safety <https://nationalonlinesafety.com/> - Good guides for parents and staff Parent Info <https://parentinfo.org/> - specifically aimed at parents

Internet Matters <https://www.internetmatters.org/> - specifically aimed at parents Net Aware <https://www.net-aware.org.uk/> - NSPCC's advice on online matters

Protocols for staff in relation to guided home learning:

- Only use academy approved platforms; do not use social media in communicating with students
- Reinforce online safety messages regularly in your teaching
- Bear in mind the current circumstances and how they are affecting children and families when setting expectations of students
- Consider online safety when sharing resources – vet websites and videos/apps/software carefully and bear in mind that the home environment will not have the same content filtering systems as at academy. If introducing new apps and resources, ensure these meet GDPR requirements. Contact your line manager or Business manager for further guidance
- If concerned about online safety/resources, check with Line Manager
- Ensure that passwords and secure information are kept confidential



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- Adhere to copyright and GDPR guidelines
- Continue to look out for signs that a child may be at risk – which may differ from typical triggers in an academy environment. Report any concerns to the DSL without delay through CPOMS
- Do not provide students or parents with personal contact details – email, home or mobile numbers, details of web-based identities etc.
- Do not arrange to meet students or ask them to deliver work to your home
- Remain professional and objective in all email and other forms of Correspondence

Reporting an issue for staff:

- Any child protection or safeguarding concern must be reported to the DSL without delay
- Concerns about the safety of procedures, behaviours or use of technology should be referred to the DSL
- Routine queries about the use of apps or online materials should be addressed to your line manager or IT support depending on the nature of the issue
- UKSIC's Professionals Online Safety Helpline is a good source of external advice

Reporting an issue for students:

- Speak to a trusted adult
- Click the 'Online Safety Concern' link on the Firefly homepage
- Contact Childline 0800 1111 or click CEOP <https://www.ceop.police.uk/safety-centre/>