



Oakgrove School

Online Safety Policy

OAKGROVE SCHOOL
Online Safety Policy

ADOPTION AND AMENDMENTS TO ONLINE SAFETY POLICY

Written May 2015

Section	Governors' Meeting or Committee
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Aims and Values of the Policy

Oakgrove School is an all-through school providing both Primary and Secondary education for ages 4 through to 18. The school aims to teach a rich and balanced curriculum ensuring that students can meet their full potential.

Online Safety encompasses internet technologies, but also electronic communication platforms such as mobile phones, tablets, audio and wireless technology. It highlights the need to educate students, young adults and staff about the benefits, risks and responsibilities of using information technology. The Online Safety policy also highlights safeguarding issues and raises awareness to enable users to control their online experiences, especially given that the internet is an unmanaged, open channel of communication. The focus of the policy is aimed primarily towards Online Safety within school and it is worth noting that for some incidents outside of school, policing will be difficult.

Policy Statement

For clarity, the Online Safety policy uses the following terms unless otherwise stated:

Users - refers to staff, members of the governing body, school volunteers, students and any other person working in or on behalf of the school, including contractors.

Parents – any adult with a legal responsibility for the child/young person outside the school e.g. parent, guardian, carer.

School – any school business or activity conducted on or off the school site, e.g. visits, conferences, school trips etc.

Wider school community – students, all staff, governing body, parents.

Safeguarding is a serious matter; at Oakgrove School we use technology and the Internet extensively across all areas of the curriculum. Online safeguarding, known as Online Safety is an area that is constantly evolving and as such this policy will be reviewed on at least an annual basis.

The purpose of this policy is twofold:

- To ensure the requirement to empower the whole school community with the knowledge to stay safe and risk free is met.
- To ensure risks are identified, assessed and mitigated (where possible) in order to reduce any possibility/foreseeability of harm to the student or liability to the school.

Filtering and Monitoring

Oakgrove School meets the requirements outlined in paragraph 142 of Keeping Children Safe in Education (KCSIE) 2024 by implementing robust filtering and monitoring systems to safeguard students. Oakgrove School utilises solutions such as Fortigate and Classroom Cloud as the first level of filtering and monitoring, effectively blocking harmful and inappropriate content without disrupting teaching and learning. These systems are managed by designated staff with clearly defined roles and responsibilities to ensure the filtering and monitoring provision is consistently effective and up to date. However, it is the responsibility of staff using the school's IT equipment and resources when teaching pupils to use Classroom Cloud as a means to monitor pupil's IT usage and report any safeguarding concerns to MyConcern or code a pupil according to the school's behaviour policy if breaches in use occur.

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The filtering and monitoring systems are reviewed annually to assess their effectiveness and ensure they align with the school's safeguarding needs. Staff receive regular training to understand their responsibilities and are equipped with the knowledge of what actions to take in response to any safeguarding concerns identified through these systems. This approach ensures compliance with the Department for Education's standards and supports a safe learning environment for all students.

This policy is available for anybody to read on the Oakgrove School website; upon review all members of staff will sign as read and understood both the Online Safety policy and the Staff Acceptable Use Policy. A copy of this policy and the Students Acceptable Use Policy will need to be agreed to via the Sims parent app when a student starts at Oakgrove.

Policy Governance (Roles & Responsibilities)

Governing Body

The governing body is accountable for ensuring that Oakgrove School has effective policies and procedures in place; as such they will:

- Review this policy and receive a report at least annually to ensure that the policy is up to date, covers all aspects of technology use within the school, ensure Online Safety incidents were appropriately dealt with and ensure the policy was effective in managing those incidents.
- Appoint one governor to have overall responsibility for the governance of Online Safety at the school who will:
 - Receive regular updates from the Headteacher and/or Online Safety Officer in regards to training, identified risks and any incidents.

Headteacher

Reporting to the governing body, the Headteacher has overall responsibility for Online Safety within the school. The day-to-day management of this will be delegated to a member of staff, the Online Safety Officer (or more than one), as indicated below.

The Headteacher will ensure that:

- Online Safety training throughout the school is planned and up to date and appropriate to the recipient, i.e. students, all staff, senior leadership team and governing body, parents.
- The designated Online Safety Officer(s) has had appropriate CPD in order to undertake the day to day duties.
- All Online Safety incidents are recorded and dealt with promptly and appropriately.

Online Safety Officer

The Online Safety Officer will:

- Keep up to date with the latest risks to children and young people whilst using technology; familiarize themselves with the latest research and available resources for school and home use;
- Review this policy regularly and bring any concerns to the attention of the Headteacher;
- Advise the Headteacher and governing body on all Online Safety matters;
- Engage with parents and the school community on Online Safety matters at school and/or at home;
- Liaise with the local authority, IT technical support and other agencies as required;
- Ensure staff know what to report on MyConcern and ensure the appropriate audit trail;
- Ensure any technical Online Safety measures in school (e.g. Internet filtering software, behaviour management software) are fit for purpose through liaison with the local authority and/or ICT Technical Support;
- Ensure that all staff are aware of the procedures that need to be followed in the event of an Online Safety incident;
- To facilitate training and advice for all staff.

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Designated Safeguarding Lead (DSL)/Pastoral Team

The Designated Safeguarding Lead/Pastoral Team will:

- Take day to day responsibility for Online Safety issues and has a role in establishing and reviewing the school Online Safety policies/documents;
- Ensure all online safety matters are logged according to school policy using myconcern
- Liaise with the Local Authority and relevant agencies;
- Be regularly updated in Online Safety issues and legislation, and be aware of the potential for serious child protection issues arising from:
 - Sharing of personal data;
 - Access to illegal/inappropriate materials;
 - Inappropriate on-line contact with adults/strangers;
 - Potential or actual incidents of grooming;
 - Cyber-bullying and use of social media.

ICT Technical Support Staff

ICT technical support staff are responsible for ensuring that:

- The IT technical infrastructure is secure; this will include at a minimum:
 - Anti-virus that is fit-for-purpose, up to date and applied to all capable devices;
 - Windows (or other operating system) updates are regularly implemented and devices updated as appropriate;
 - Any Online Safety technical solutions, such as Internet filtering, are operating correctly;
 - Filtering levels are applied appropriately and according to the age of the user; that categories of use are discussed and agreed with the Online Safety officer and Headteacher;
 - Passwords are applied correctly to all users regardless of age. Passwords for staff should be a minimum of 10 characters consisting of upper and lower case letters and at least one number and symbol;
 - The staff do not misuse ICT equipment and are fully aware of their duty of care.

All Staff

Staff are to ensure that:

- All details within this policy are understood. If anything is not understood it should be brought to the attention of the Headteacher;
- Any Online Safety incident is reported to the Online Safety Officer/DSL /Pastoral Team (and recorded on MyConcern), or in his/her absence to the Headteacher. If you are unsure, the matter is to be raised with the Online Safety Officer or the Headteacher to make a decision;
- Online Safety training is attended during every academic year;
- They adhere to the Staff Code of Conduct Policy.

All Students

The boundaries of use of ICT equipment and services in this school are given in the student Acceptable Use Policy; any deviation or misuse of ICT equipment or services will be dealt with in accordance with the Behaviour, Anti-Bullying and/or Child Protection and Safeguarding policy.

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Online Safety is embedded in the curriculum at Oakgrove; students will be given the appropriate advice and guidance by staff. Similarly all students will be made fully aware how they can report areas of concern whilst at school or outside of school.

Parents and Carers

Parents/Carers play the principal role in the development of their children; as such the school will ensure that parents/carers have the skills and knowledge they need to ensure the safety of children outside the school environment. Through parents' evenings and school newsletters/communications we will endeavour to keep parents/carers up to date with new and emerging Online Safety risks, and will involve parents/carers in strategies to ensure that students are empowered to keep themselves e-safe.

Parents/Carers must also understand the school needs have to rules in place to ensure that their child can be properly safeguarded. As such parents/carers will need to be aware of and agree to the student Acceptable Use Policy before any access can be granted to school ICT equipment or services.

Technology

Oakgrove School uses a range of devices including PC's, laptops, Apple Macs, tablets and digital video recorders. In order to safeguard the students and in order to prevent loss of personal data we employ the following assistive technology:

Internet Filtering – we use Fortigate and Classroom Cloud to block harmful content while maintaining an effective learning environment. These systems prevent unauthorised access to illegal websites and restrict access to inappropriate content. What is deemed appropriate or inappropriate is determined by the age of the user and is reviewed in line with this policy or in response to an incident, whichever occurs sooner. The Online Safety Officer and IT Support are responsible for ensuring that the filtering remains appropriate and that any issues are brought to the attention of the Headteacher.

Email Filtering – we use appropriate software and email filtering measures to prevent infected or malicious emails from being sent from or received by the school, ensuring a secure communication environment for staff and students. Infected is defined as an email that contains a virus or script (i.e., malware) that could be damaging or destructive to data, as well as spam emails such as phishing attempts. Our filtering system detects and blocks suspicious attachments, links, and senders to reduce the risk of cyber threats. Oakgrove currently uses Google Mail, which includes advanced security features and retains emails indefinitely, allowing for full conversation history years down the line.

Passwords – all staff and students are unable to access any device without a unique username and password. Staff are reminded termly of the importance of keeping passwords confidential and any password/security breaches must be reported immediately. Staff will be required to change their passwords on a regular basis and this will be monitored. Staff will be required to change their password(s) if there has been a compromise. Passwords for staff should be a minimum of 10 characters and include upper and lower case letters and at least one number and symbol. When accessing different software packages that require a separate log in, different passwords should be used.

Anti-Virus – All capable devices have anti-virus software. This software is updated daily for new virus definitions. IT Support are responsible for ensuring this task is carried out, and report to the Headteacher if there are any concerns.

Safe Use

Internet – Use of the Internet in school is a privilege, not a right. Internet use will be granted to staff upon signing the Staff Acceptable Use Policy; to students upon them and parents/carers agreeing to

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the Acceptable Use Policy on SIMS. The Behaviour, Anti-Bullying and/or Child Protection and Safeguarding policies may be applied to any misuse of the internet inside or outside of school.

Email – All staff are reminded that emails are subject to Freedom of Information requests, and as such the email service is to be used for professional work-based emails only. Emails of a personal nature are not permitted. Similarly use of personal email addresses for work purposes is not permitted.

Students are permitted to use the school email system, and as such will be given their own email address. The email address will be made up of their initial, surname and a two-figured number, e.g. jsmith09@oakgrove.school.

The Behaviour, Anti-Bullying and/or Child Protection and Safeguarding policies may be applied to any misuse of the email inside or outside of school.

Photos and videos – Digital media such as photos and videos are covered in the schools' Photography Policy.

Audio toolkit – Where MOTE technology (fully GDPR compliant) is in use within the school, students personal data is not recorded or shared with any third party.

Social Networking – there are many social networking services available; Oakgrove School is fully supportive of social networking as a tool to engage and collaborate with learners, and to engage with parents/carers and the wider school community. The following social media services are permitted for use within Oakgrove School and have been appropriately risk assessed; should staff wish to use other social media, permission must first be sought via the Online Safety Officer who will advise the Headteacher for a decision to be made. Reference should also be made to the Staff Code of Conduct Policy.

- Blogging – used by staff and students in school.
- X (formerly known as Twitter) – used by the school as a broadcast service (see below).
- Facebook – used by the school as a broadcast service (see below).
- Instagram – used by the school as a broadcast service (see below).
- LinkedIn - used as a limited interactive service with interactions limited to discussion of careers-based events between the school careers department and adult alumni over the age of 18.

A broadcast service is a one-way communication method in order to share school information with the wider school community. No persons will be “followed” or “friended” on these services and as such no two-way communication will take place.

In addition, the following is to be strictly adhered to:

- SIMS must be consulted before any image or video of any child is uploaded to make sure permission has been given (via the school photography policy).
- There is to be no identification of students using first name and surname; first name only is to be used.
- Where services are “comment enabled”, comments are to be set to “moderated”.
- All posted data must conform to copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owner's permission has been granted or there is a license which allows for such use (i.e. creative commons).

Notice and take down policy – should it come to the school's attention that there is a resource which has been inadvertently uploaded, and the school does not have copyright permission to use that resource, it will be removed within one working day.

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Incidents - Any Online Safety incident is to be brought to the immediate attention of the Online Safety Officer/DSL/Pastoral Team, or in his/her absence the Headteacher. The Online Safety Officer/Designated Child Protection Lead/Pastoral Team will assist in taking the appropriate action to deal with the incident using the relevant policy (Behaviour Management, Anti-Bullying and Child Protection and Safeguarding) and recording the incident on MyConcern. In matters of more serious concern, the police liaison officer or other relevant outside agencies can be contacted by the Online Safety officer/DSL/Pastoral team to help offer support to the school/students/parent/Carer.

Training and Curriculum - It is important that the wider school community is sufficiently empowered with the knowledge to stay as risk free as possible whilst using digital technology; this includes updated awareness of new and emerging issues. As such, Oakgrove School will have an annual programme of training which is suitable to the audience. Should any member of staff feel they have had insufficient training generally or in any particular area this must be brought to the attention of the Online Safety Officer or Headteacher for further CPD.

Online Safety for students is embedded into the curriculum; whenever ICT is used in the school, staff will ensure that there are positive messages about the safe use of technology and risks as part of the student's learning. Oakgrove School has a clear, progressive Online Safety education programme as part of the Computing/Life studies curriculum. This covers a range of skills and behaviours appropriate to their age and experience, including:

- To STOP and THINK before they CLICK;
- To develop a range of strategies to evaluate and verify information before accepting its accuracy;
- To be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be;
- To know how to narrow down or refine a search;
- To understand how search engines work and to understand that this affects the results they see at the top of the listings (for older pupils);
- To understand acceptable behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
- To understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
- To understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
- To understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
- To understand why they must not post pictures or videos of others without their permission;
- To know not to download any files – such as music files - without permission;
- To have strategies for dealing with receipt of inappropriate materials;
- To understand why and how some people will 'groom' young people for sexual reasons (for older pupils);
- To understand the impact of cyberbullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying;
- To know how to report any abuse including cyberbullying; and how to seek help if they experience problems when using the internet and related technologies, i.e. the 'Report Harmful Content' button on the school website, parent or carer, teacher or trusted staff member, or an organisation such as Childline or the CLICK CEOP button.
- To be aware and reminded regularly of the reporting button on the school home page that students/parents can use to report harmful online content.

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As well as the programme of training we will establish further training or lessons as necessary in response to any incidents.

Evaluation and Review

The Online Safety Policy of Oakgrove School is evaluated and reviewed on an annual basis, and the whole policy, and any amendments recommended, are agreed by the Governing Body.

Linked policies:

Behaviour Management Policy

Searching, Screening and Confiscation Policy

Suspension and Permanent Exclusions Policy

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Staff, Governor and Visitor Acceptable Information, Communication and Technologies (ICT) User Agreement

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school and whilst working at home. This policy is to help ensure that all staff are aware of their professional responsibilities when using any form of ICT and to help keep staff, governors and visitors safe. All staff are expected to sign this policy confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with the ICT Network Manager.

- I will only use the school's email / Internet / Google drive/classroom and any other related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities and not use this password for any other non school related systems.
- I will ensure that my password is suitably complex (i.e. at least 10 characters consisting of upper and lower case letters and at least one number) and only enter it into secure systems provided by the school.
- I will ensure that all electronic communications with students and staff are compatible with my professional role.
- I will only use the approved email system for any communications with students, parents and other school related activities; this excludes social networking, online purchases, online banking, online auction sites and sales/offers notifications. I will not give out my own personal details, such as mobile phone number, personal email address or social networking address to students.
- I will ensure that personal data (such as data held on the administration system) is kept secure and is used appropriately in accordance with the Trust's General Data Protection Regulation policy (GDPR Policy). I will not install any hardware or software on school equipment.
- If I require additional hardware/software on school equipment this will require permission from the ICT manager.
- I will report any accidental access to inappropriate materials immediately to the ICT Network Manager.
- I will not browse, download, upload, distribute or playback any material that could be considered offensive, illegal or discriminatory.
- If I am using AI technology such as ChatGPT, I will do so appropriately at all times.
- Images of students and/or staff should only be taken on authorised equipment, stored and used for professional purposes in line with data protection policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher in line with data security policy.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to Line Managers.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute. This includes ignoring invitations from students and parents to be part of their social networking site(s).
- I will support and promote the school's Online-Safety policy and help students to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this acceptable use policy and to support the safe use of ICT throughout the school.

Signature Date

Full Name (printed)

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Acceptable Information, Communications and Technologies (ICT) Use Agreement for ICT Support Staff

This policy is to help ensure that all ICT Support Staff are aware of their professional responsibilities when using any form of ICT and to help keep staff, governors and visitors safe. All ICT Support Staff are expected to sign this policy confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with the SLT.

- I will only use the school's email / Internet / Google drive/classroom and any other related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
- I will agree not to use school systems passwords for any other non-school related systems.
- I will ensure that my password is suitably complex (i.e. at least 10 characters consisting of capital letters, numbers and special characters are included) and only enter it into secure systems provided by the school.
- I will ensure that all electronic communications with students and staff are compatible with my professional role.
- I will only use the approved email system for any communications with students, parents and other school related activities; this excludes social networking, online purchases, online banking, online auction sites and sales/offers notifications. I will not give out my own personal details, such as mobile phone number, personal email address or social networking address to students.
- I will ensure that personal data (such as data held on the administration system) is kept secure and is used appropriately in accordance with the Trust's General Data Protection Regulation policy (GDPR Policy). I will only install any hardware or software on school equipment in accordance with my professional role.
- I will report any observed access to inappropriate materials by students and visitors immediately as required by the school's policies.
- I will not browse, download, upload, distribute or playback any material that could be considered offensive, illegal or discriminatory unless required by my professional role.
- If I am using AI technology such as ChatGPT, I will do so appropriately at all times.
- Images of students and/or staff should only be taken on authorised equipment, stored and used for professional purposes in line with data protection policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher in line with data security policy.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to Line Managers.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute. This includes ignoring invitations from students and parents to be part of their social networking site(s).
- I will support and promote the school's Online Safety policy and help students, staff and visitors to be safe and responsible in their use of ICT and related technologies.
- I will only view staff emails or files under the following circumstances:
 - When requested by SLT;
 - When requested by a member of staff's line manager;
 - If emails or files are left open when I am attending a support call.
- Any emails caught in anti-spam measures will be vetted by the ICT Support Staff as directed by the ICT Network Manager.
- When reviewing network logs or monitoring the network, there is a strong likelihood that we will become aware of the websites visited by the all of the users of the school's system.
- Any information available in an electronic format on or connected to the school system will be accessible by all of the ICT Support Staff due to the nature of how computer systems work. However, I will access these only if required for my day-to-day duties.

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- I will routinely scan the school network and delete/uninstall any illegal files or applications found and report as required by school policies or the law. A list of what scans the ICT Support Department perform can be made available to SLT.
- I will routinely scan the students' user areas for any non-school related files or applications and delete/uninstall them and report as required by school policies or the law. A list of what scans the ICT Support Department perform can be made available to SLT.
- Any information seen or heard whilst performing my duties will remain confidential unless requested by SLT, school policies or required by law enforcement agencies.

User Signature

I agree to follow this acceptable use policy and to support the safe use of ICT throughout the school. I understand that failure to abide by this agreement will result in disciplinary action.

Signature Date

Full Name(printed)

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Student Acceptable ICT Use Agreement

- I will be responsible for my personal use of ICT systems in school, including the Internet, email, digital video or mobile technologies, and I will use them in a way that is appropriate for my education.
- I will not download or install software on school equipment.
- I will only access the areas of the school network and Google drive/classroom that my own user name and password gives me authorised access to.
- I will not reveal my password(s) to anyone and will ask that my password(s) be reset if I forget it or suspect someone else knows it.
- I will only use my school email address for activities related to school or for communicating with school staff.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will make sure that all my electronic communication is appropriate and sensible.
- I will be responsible for my behaviour when using the Internet and email. This includes the resources I access and the language I use. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I am unsure if a site is suitable, I will immediately ask my teacher.
- If I accidentally come across inappropriate material on the Internet I will report it immediately to a member of staff.
- I will ask a teacher before I print out any information from the Internet and will make sure I know the number of pages being printed before I do.
- I will always keep my personal details private and will not give out any personal information such as name or contact details to anyone outside of the school.
- I understand that images and video of students and/or staff will only be taken, stored and used for school purposes in line with school policy and will not be distributed or shared outside the school network without the express permission of both the person(s) concerned and data protection officer.
- I understand that items such as memory pens must only contain school related information, documents and data. No images or software should be installed from outside of school.
- I will not copy or plagiarise another student's work, teachers work or website content, including AI generated content of any kind, and convey this as my own work.
- I will not pass on any documents or images to third party users.
- I will not use the school's ICT equipment or systems to bully, intimidate, harass or victimise another student or member of staff.
- I will ensure that my online activity, both in school and outside school, will not cause the school, staff, students or others upset or bring the school into disrepute.
- I will respect copyright and privacy laws at all times and will not make use of ICT facilities to plagiarise other people's work as if it was my own.
- I will not attempt to bypass network security or the Internet filtering system.
- I understand that all my use of school equipment, printing, Internet and email can be monitored and logged and can be made available to teachers in school.
- I understand that this agreement is designed to ensure safe practices and to protect school facilities for the use of all students and staff and that if the terms are not followed, school sanctions will be applied and my parent/guardian will be contacted.
- I understand that my phone can be confiscated if I am using it during the school day as per the behaviour policy.

Name of Student:

Tutor
Group:

Signature of Student:

Date:

Signature of Parent:

Date:

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Online Safety Policy Addendum – in case of a school closure

During the period that the school is closed the curriculum is being delivered through live lessons, supported by resources uploaded on the Google Classroom and websites such as mymaths and Seneca. For live lessons the school only uses Google Meets which can only be accessed via a school email address. Teachers invite their own classes to the Google Meets, which can last up to a maximum of 45 minutes per lesson. Staff and students have been reminded of the IT Code of Conduct for video lessons. Students are required to turn their cameras on during live lessons – the school holds a list of students who are unable to do this, which has been shared with staff.

The school monitors student attendance of live lessons. Teachers log non-attendance on SIMs. This alerts parents to each lesson missed and also enables the pastoral team to keep a weekly log. The weekly log of missed lessons is shared with staff making keeping in touch calls so that it can be discussed with parents/carers. Teaching staff are also encouraged to contact student's parents/carers if a student is not accessing their live lessons regularly or not engaging with the work set.

Teachers use the Google Classroom to upload resources and set assignments. Parents/carers are sent a weekly summary of their child's activities on the Google Classroom via email through the Google Classroom Guardian Access. They are also alerted to their child's engagement with live lessons via the SIMs Parent App. Parents/carers have also been encouraged to discuss their child's online learning with them.

Information on how to use the Google Classroom and access Google Meets has been shared with students, parents and carers.

Students who are attending the Key Worker Club have access to a computer to enable them to join live lessons and to view and complete work which has been set electronically. Students at home who do not have access to an IT device or wi-fi have been loaned a device and/or a wi-fi hot spot by the school for the duration of the closure. The school has sourced additional devices and there is a Google Form which parents/carers can complete at any time to alert us to the need for an IT device. The IT Team is available to support students and staff who are having any IT issues.

Information has been sent to parents/carers to make them aware of the different devices which can be used to access live lessons, this includes instructions for gaming devices such as the XBOX, PS4 and also through SMART TVs.

All teaching staff now have access to SIMs remotely to enable them to complete the keeping in touch calls and also to log student engagement with live lessons.

School emails continue to be monitored during the period the school is closed. Access to websites continues to be filtered through the school network.

Teaching staff have been encouraged to share best practice related to remote learning via a shared Google Doc. Information shared includes how to set up an electronic register for the Google Meets (which helps to ensure that the attendance registers are accurate) and set passwords to stop students from accessing the Google Meets in advance of their teacher.

Students, parents/carers and staff have been made aware of how to raise any concerns they have about online safety via email communication and assembly resources. Staff to use MyConcern to raise any situations that arise regarding an Online safety issue. This will then be picked up through the safeguarding and pastoral teams accordingly.

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Primary and Nursery

During the period that the school is closed the curriculum is being delivered through pre-recorded lessons, supported by resources uploaded on the Google Classroom (Years 1-6) or Seesaw (Nursery and Foundation classes) and websites such as Mymaths. For live sessions, the school only uses Google Meets which can only be accessed via a school email address. Teachers invite their own classes to the Google Meets. Staff and students have been reminded of the IT Code of Conduct for video lessons. Children are required to turn their cameras on during live lessons – the school holds a list of pupils who are unable to do this, which has been shared with staff.

The school monitors engagement with remote learning. Key Stage leads monitor which families are not accessing the online learning and class teachers contact families directly to offer support and guidance.

Teachers use the Google Classroom or Seesaw to upload resources and set learning activities. Parents/carers are sent a weekly summary of their child's activities on the Google Classroom via email through the Google Classroom Guardian Access.

Information on how to use the Google Classroom/Seesaw and access Google Meets has been shared with pupils, parents and carers.

Pupils at home who do not have access to an IT device have been loaned a device. Information has been sent to parents/carers to make them aware of the different devices which can be used to access remote learning, including instructions for gaming devices such as the XBOX, PS4 and also through SMART TVs.

Teaching staff have been encouraged to share best practice related to remote learning via a shared Google Drive. Information shared includes how to use Google Meets and Google Classroom. Additional training has been given remotely during staff CPD sessions.

Students, parents/carers and staff have been made aware of how to raise any concerns they have about online safety via email communication. Staff continue to use MyConcern to raise any situations that arise regarding an Online safety issue. This will then be picked up through the safeguarding and pastoral teams accordingly.