

## Good practices in relation to remote learning live sessions

- Ensuring suitable clothing is worn.
- Ensuring all live sessions are hosted in a public area of the household, for example, not in bedrooms & where possible be against a neutral background.
- Making sure any personal photographs and items can't be seen.
- Only using language that is professional and appropriate.
- Ensuring you're the host, so you have the ability to mute all participants and should do so if pupils or others in the household become unsettled or cause a disruption.
- Recording Zoom/Google Meet sessions if delivered by one teacher for safeguarding purposes.
- Ensuring Zoom/GM meeting ID & passwords are only given to children accessing the live session.
- Making sure pupils use video so you can verify each child and audio so children can ask or answer questions.
- Respecting the privacy of all parties by ensuring no content is shared of any of the live or recorded content and no derogatory comments, verbal or written are made.
- Reporting any online safeguarding concerns immediately to the eSafety Lead.

## Our SMART internet rules



## Young People, Online Safety

Information for  
staff, visitors and volunteers

### Mobile Phones

- The school will not accept any responsibility for lost or damaged mobile phones.
- Adults are asked when entering school to keep devices switched off and out of sight and only use in designated areas which are indicated with a poster.
- Always keep professional and private communications separate.

### Wearable Devices

Wearable technology is permitted on school premises but all notifications and alerts **MUST** be turned off. Personal devices are brought onto school premises by staff at their own risk. The school does not accept liability for loss or damage of personal devices.

2021-2023

#EasyisBoringChallengeisFun

# Welcome



Dear Staff, Visitors & Volunteers,

Welcome to Childwall Valley Primary School. We hope you enjoy your time with us.

The following online safety leaflet sets out the expectations we have of all staff, visitors and volunteers who work here and works in conjunction with both the Acceptable Use Policy (AUP) & Remote Learning AUP.

We ask that you take the time to read the following leaflet and if you have any questions or queries then please don't hesitate to ask.

Kind Regards,

Mrs. S. Evans  
e- Safety Lead

## Some useful websites

**e-Safety pages:** [www.kent.gov.uk/esafety](http://www.kent.gov.uk/esafety)

**CEOP:** [www.ceop.gov.uk](http://www.ceop.gov.uk)

**Think U Know:** [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**Digizen:** [www.digizen.org](http://www.digizen.org)

**These and more:**

[www.kented.org.uk/ngfl/ict/safety.htm](http://www.kented.org.uk/ngfl/ict/safety.htm)

**School website:** [www.childwallvalley.org](http://www.childwallvalley.org)

## Your Commitment to us

- As a member of the school community I will take all reasonable precautions to ensure online safety and use common sense strategies in learning resource areas.
- I will take professional, reasonable precautions when working with pupils e.g. previewing websites before use; using age appropriate (pupil friendly) search engines.
- I will promote the safe use of the internet.
- I will only connect to secure wireless networks.
- I understand that I am responsible for ensuring that any computer/laptop/mobile device loaned to me by the school, is only used to support my professional responsibilities.
- I am the sole user of the device and it is for work use only.
- In school, I keep my laptop out of sight except when I am using it.
- I understand that I must never leave my laptop unattended (including public places) whilst I am logged in.
- I must always shutdown or activate a password-protected screen.
- I understand that all children must login using their own login and password details and log off once finished.
- I am responsible for using the school IT and communication systems in accordance with the relevant acceptable user policy.

## Our Commitment to you

We will make regular training available to staff on online safety issues and the school's online safety education program.

As part of the induction process, we will provide all new staff with the following information booklet and the school's Acceptable Use Policy (AUP) and Remote Learning AUP.

## Online Safety Concerns

I will report any online safety concerns to the Designated Safeguarding Lead, eSafety Lead or Headteacher that day.

Any concern about staff misuse is always referred directly to the Headteacher, unless the concern is about the Headteacher in which case the complaint is referred to the Chair of Governors and the LADO (Local Authority's Designated Officer)

I understand any misuse or access to inappropriate materials will form part of the staff disciplinary policy.

## Staying safe

- If you receive a friend request from a pupil/student then please inform the school's Designated Safeguarding lead, e-Safety Lead or Headteacher.
- Never post images or videos of pupils online unless it is operated/maintained by the school.
- Any photographs taken of children for educational purposes must be done so on a school device.