



**Family, Faith and Fascination**

# **Online Safety Policy**

**Boutcher C.E. Primary School**

Reviewed by: Sophie Bradford

Last reviewed during: Autumn 2020

Next review due by: Autumn 2022

## 1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- [Relationships and sex education](#)
- [Searching, screening and confiscation](#)

It also refers to the Department's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governing board will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3)

### 3.2 The headteacher

The headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

### 3.3 The designated safeguarding lead

Details of the school's DSL and deputy are set out in our child protection and safeguarding policy as well relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher, ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy

- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board

This list is not intended to be exhaustive.

### 3.4 The ICT manager

The ICT manager is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a weekly basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

### 3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2)
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

### 3.6 Parents

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2)

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? - [UK Safer Internet Centre](#)
- Hot topics - [Childnet International](#)
- Parent factsheet - [Childnet International](#)

### 3.7 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 3).

## 4. Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum:

The text below is taken from the [National Curriculum computing programmes of study](#).

From September 2020 **all** schools will have to teach:

- [Relationships education and health education](#) in primary schools

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the **end of primary school**, pupils will know:

- *That people sometimes behave differently online, including by pretending to be someone they are not.*
- *That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous*
- *The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them*
- *How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met*
- *How information and data is shared and used online*
- *How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know*

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

## 5. Educating parents about online safety

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents.

Online safety will also be covered during parents' evenings.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

## 6. Cyber-bullying

### 6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

### 6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their year groups, and the issue will be addressed in assemblies.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

The school also sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

### **6.3 Examining electronic devices**

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on [screening, searching and confiscation](#).

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

## **7. Acceptable use of the internet in school**

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1-3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1, 2 and 3.

## **8. Pupils using mobile devices in school**

Pupils in Year 5 and Year 6 who have permission to travel to and from school alone may bring mobile devices into school, but are not permitted to use them during the school day, including:

- Lessons
- Lunch and break times

➤ Clubs before or after school, or any other activities organised by the school

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendices 1 and 2).

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

## **9. Staff using work devices outside school**

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 3.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager.

Work devices must be used solely for work activities.

## **10. How the school will respond to issues of misuse**

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our policies on ICT and internet acceptable use. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures/staff code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

## **11. Training**

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

The DSL and deputy/deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

## **12. Monitoring arrangements**

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 5.

This policy will be reviewed every 2 years by the Computing Lead. At every review, the policy will be shared with the governing board.

## **13. Links with other policies**

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy

- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy

**ACCEPTABLE USE OF BOUTCHER CE PRIMARY SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS**

**Name of pupil:**

- When I use the school's ICT systems (like computers) and get onto the internet in school I will:**
- Ask a teacher or adult if I can do so before using them
  - Only use websites that a teacher or adult has told me or allowed me to use
  - Tell my teacher immediately if:
    - I click on a website by mistake
    - I receive messages from people I don't know
    - I find anything that may upset or harm me or my friends
  - Use school computers for school work only
  - I will be kind to others and not upset or be rude to them
  - Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
  - Only use the username and password I have been given
  - Try my hardest to remember my username and password
  - Never share my password with anyone, including my friends.
  - Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
  - Save my work on the school network
  - Check with my teacher before I print anything
  - Log off or shut down a computer when I have finished using it

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

<b>Signed (pupil):</b>	<b>Date:</b>
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**Parent/carer agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

<b>Signed (parent/carer):</b>	<b>Date:</b>
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## Appendix 2: KS2 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF BOUTCHER CE PRIMARY SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
<b>Name of pupil:</b>	
<b>I will read and follow the rules in the acceptable use agreement policy</b>	
<b>When I use the school's ICT systems (like computers) and get onto the internet in school I will:</b>	
<ul style="list-style-type: none"><li>• Always use the school's ICT systems and the internet responsibly and for educational purposes only</li><li>• Only use them when a teacher is present, or with a teacher's permission</li><li>• Keep my username and passwords safe and not share these with others</li><li>• Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer</li><li>• Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others</li><li>• Always log off or shut down a computer when I'm finished working on it</li></ul>	
<b>I will not:</b>	
<ul style="list-style-type: none"><li>• Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity</li><li>• Open any attachments in emails, or follow any links in emails, without first checking with a teacher</li><li>• Use any inappropriate language when communicating online, including in emails</li><li>• Log in to the school's network using someone else's details</li><li>• Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision</li></ul>	
<b>If I bring a personal mobile phone or other personal electronic device into school:</b>	
<ul style="list-style-type: none"><li>• I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission</li><li>• I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online</li></ul>	
<b>I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.</b>	
<b>Signed (pupil):</b>	<b>Date:</b>
<b>Parent/carer's agreement:</b> I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.	
<b>Signed (parent/carer):</b>	<b>Date:</b>

### Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)

Adapt this agreement to reflect your school's approach, in line with any changes you make to this policy.

#### ACCEPTABLE USE OF BOUTCHER CE PRIMARY SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

**Name of staff member/governor/volunteer/visitor:**

**When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:**

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

**Signed (staff member/governor/volunteer/visitor):**

**Date:**

**Appendix 4: online safety training needs – self audit for staff**

<b>ONLINE SAFETY TRAINING NEEDS AUDIT</b>	
<b>Name of staff member/volunteer:</b>	<b>Date:</b>
<b>Question</b>	<b>Yes/No (add comments if necessary)</b>
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

**Appendix 5: online safety incident report log**

<b>ONLINE SAFETY INCIDENT LOG</b>				
<b>Date</b>	<b>Where the incident took place</b>	<b>Description of the incident</b>	<b>Action taken</b>	<b>Name and signature of staff member recording the incident</b>

## **Appendix 6: Covid-19 Response Addendum to the Online Safety Policy: November 2020**

### **Immediate Response to School Closure:**

When school closed as part of the national lockdown in March 2020, we moved teaching and learning to the online platform, Google Classroom. This platform was new to both staff and children. Training sessions were held in school before Lockdown commenced, supported by clear, step-by-step guides and videos linked to from Google Classroom.

All staff reinforced the importance of staying safe online to the children in their classes. It was made clear in work set which outside websites children were required to use, and children were required to have parental permission to participate in video conferencing.

The Computing Lead with the support of the IT Consultant ensured that all Staff were trained in using Google Classroom to set and assess work for all classes and in how to schedule Google Meetings for video conferencing with colleagues and with all classes. Staff were reminded to consider issues of online safety, taking into consideration the location of their device and issues of privacy where video conferences were taking place.

Class video calls took place weekly as whole-class meets from the end of April until half term. From the second half of the Summer term onwards, teachers began smaller video group meets where they could work within identified groups on specific aspects of their learning.

All our staff who interacted with children, including online, continued to look out for signs a child may be at risk. Any such concerns were dealt with as per the Boucher Safeguarding (Child Protection) Policy and where appropriate, referrals continued to be made to relevant agencies. In relation to any child receiving remote education, we noted the DfE's guidance on safeguarding and remote education during coronavirus (COVID-19) in terms of keeping children as well as staff members safe online.

### **Return to School Response with Social Distancing Restrictions:**

Upon return to school, staff discussed the importance of e-safety in computing sessions as well as making sure that all children felt confident using equipment and had adequate resources at home. Class teachers collated data on technologies available at home and identified children who would benefit from borrowing a school laptop.

As part of our return to school planning, all children completed a Questionnaire which gave us further insight into attitudes to home learning as well as being back at school. Our analysis of this data helped us to design our approach to online learning both within a normal school routine and in the event of another Lockdown.

We began teaching this academic year by prioritising coverage of key elements of online safety (also part of our PSHE curriculum). Any issues around online safety arising within year groups would be dealt with as per our Safeguarding (Child Protection Policy) and where appropriate taught follow-up sessions with the class would be arranged.

### **Future Plan for School Closure:**

In relation to any child receiving remote education, we note the DfE's guidance on safeguarding and remote education during coronavirus (COVID-19) in terms of keeping children as well as staff members safe online. In the event of another Lockdown, we will set work through Google Classroom with clear expectations of what participation is expected, any sites children will be asked to use, the school staff children will interact with and how and when work is to be handed in.

The importance of a safe online environment will be emphasised and parents and carers will be encouraged and reminded to set and check age-appropriate parental controls on digital devices and use internet filters to block malicious websites. (These are usually free, but often need to be turned on.)

These resources are useful to support parents and carers online:

- [support for parents and carers to keep children safe online](#), which outlines resources to help keep children safe from different risks online and where to go to find support and advice
- guidance on [staying safe online](#) which includes information on security and privacy settings
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online

- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

### **Reporting concerns:**

In the event that children, teachers, parents and carers have any safeguarding concerns in relation to remote online education, the Designated Safeguarding Lead (Eilidh Verhoeven) and/or deputy (Rose Marie Lowe) should be notified as per our Safeguarding (Child Protection) Policy.

In addition, teachers, parents and carers can look to the practical support that's available for reporting harmful or upsetting content as well as bullying and online abuse.

### **Harmful or upsetting content:**

Get support by:

- reporting harmful online content to the [UK Safer Internet Centre](#)
- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

### **Bullying or abuse online**

Support is available from these organisations:

- get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)
- get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied

Schools may also wish to use resources such as [Tootoot](#) to provide a confidential route for pupils to report bullying or abuse.

### **Communicating with parents, carers and pupils:**

Where education is having to take place remotely due to coronavirus (COVID-19), it's important for teachers and pupils to maintain professional practice as much as possible. When communicating online with parents and pupils, teachers should:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff and communicated to parents and stakeholders)
- communicate through the school channels approved by the senior leadership team
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible

Teachers are also advised not to share personal information.

**Virtual lessons and live streaming:**

Where we choose to provide remote education using live streaming or pre-recorded videos, we use links from within the Boutcher Google Classroom set up which are only accessible to those with an approved login to Boutcher's Google Education System.

Teachers are advised to try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, staff consider what will be in the background.

**Personal data and GDPR:**

We will continue to follow the guidance outlined in the [data protection: toolkit for schools](#) when managing personal data including considerations such as:

- taking care not to share contact details when emailing multiple people
- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely

**Plan for future school closure:**

Teaching will be delivered through a combination of materials posted on Classroom which could include Powerpoints; video links; pre-recorded videos and pre-arranged video conferences.

Expectations of children, parents and carers will be clearly communicated, with suggested timetables and clear reporting avenues for any concerns.

Children will be reminded about safe behaviours online and what to do if they are in a situation where they feel uncomfortable.

Feedback will be through the comment and messaging facilities on Google Classroom; small group video conferences may be arranged where appropriate.

Teaching staff will make a final check on children who may not have access to a device and will arrange to loan a device where possible.

In the event of children being required to self-isolate from school, work will be made available through Google Classroom. Children will continue to access the same lessons as the rest of the class, although the delivery of the content might vary or be adapted to be suitable for a home learning environment.

Should the whole class not be able to attend school, our intention is that children will continue to be provided with weekly lessons, continuing with the objectives from their current learning across the curriculum. Lessons will be accessible to all children and adaptations made if necessary.

Teaching staff and office staff will be set up to log into the school network remotely.

In the event of a teacher being unable to plan and teach their own class, the subject coordinator will ensure the content is being taught and tasks set accordingly. It is the responsibility of the subject leader to monitor

the standards of children's work and support teachers in their teaching of this subject. We will ensure we teach science via video calls, PowerPoints and presentations and set activities and tasks for children to complete and upload via Google Classroom.

Regular Staff Meetings including CPD will be scheduled using Google Meet.

IT Support will be provided by our IT Consultant, ICT Educational Services.

**Appendix 7: Response to Black Lives Matter (BLM):**

At Boutcher, we have always been committed to providing all children with an equal entitlement to all areas of the curriculum. We are developing our understanding and responding to the BLM movement by ensuring we have positive role models for all our children and ensuring all children feel represented.

We recognise that this is going to be an ongoing and crucial part of our school future and we are working together as a school community to ensure we are being as aware, effective, respectful and sensitive as possible.

We want all children to feel they are positively represented and have opportunities to find out and explore the lives of significant individuals that have made an impact in the world we live in. If you can see it, you can be it.

As part of their learning using Code.org, children watch short videos presented by role models from a broad range of cultures and ethnicities. We want to be part of a truly unbiased and anti-racist society where children see themselves as the future and are equipped with the necessary skills and knowledge from the wider world.