



# Online teaching and learning: COVID-19 addendum

Hawes Side Academy

<b>Approved by:</b>	Governing Body	<b>Date:</b> 27 <sup>th</sup> May 2020
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This is version 1.0 of this addendum and will be reviewed by the Senior Management Team monthly, as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website [[link](#)] and is made available to staff through email.

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## Addendum to Online Safety Policy 31<sup>st</sup> March 2020

The current Online Safety Policy does not accurately reflect new arrangements in light of the response to Covid-19. The Department for Education has stated on 27<sup>th</sup> March 2020 that they intend to provide schools with ‘*separate guidance on providing education remotely. It will set out four key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology.*’ This guidance has not yet been published, therefore this addendum is intended to act as an interim measure until clearer information is provided by the DfE.

### Context

Whilst the vast majority of pupils at Hawes Side Academy remain at home due to restrictions in place, there is a clear expectation that schools will continue to provide an education during the Covid-19 pandemic. This has inevitably led to a significant increase in the use of technology, online resources and remote teaching. The starting point for online teaching is set out in the school’s Staff Code of Conduct, which includes Acceptable Use Agreements, staff/pupil relationships, communication and the use of social media. This Code of Conduct applies equally when undertaking any online or distance learning arrangements.

### General Safeguarding considerations

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear guidance on reporting concerns back to school. Staff should also signpost parents and children to age appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

More support to families is available at <https://www.hawes-side.co.uk/curriculum/online-safety>

Communication with parents and pupils should be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and also to be clear whom from the school (if anyone) their child is going to be interacting with online.

Staff should report any safeguarding and welfare concerns to the school DSL and follow reporting procedures as set out in the Child protection/safeguarding policy.

## Remote teaching/live lessons

Currently remote teaching/live lessons is not being used by the Academy. The Academy will be increasing its amount of on demand learning content that will all be password protected and available to our pupil community.

If the decision to carry this out by the academy is made this addendum will be reviewed accordingly.

## Other Online learning

A larger amount of learning activity will be provided in a less interactive way, with teachers setting some work remotely which pupils can then access online. Schools will make use of existing platforms such as Arbor, Purple Mash, TT Rockstar and Zumos. The majority of online resources used have no peer-to-peer messaging systems and as such pose no additional concerns. Any platforms that do offer communication, children and staff are directed to the Acceptable Use Policy that detail actions should unwanted communications occur. Hawes Side Academy's learning offer has consideration to pupils who will be unable to access online content at home. We offer hard copies of the work packs and a blend of online and offline materials.

- Online learning tools should be in line with privacy and data protection/GDPR requirements
- School-registered accounts should be used for any online platforms that are being accessed, staff should not use personal accounts
- If staff are recording video or audio lesson content from home (for pupil access via, for example, YouTube or podcasts) they should ensure that they are using a neutral area where nothing personal or inappropriate can be seen or heard in the background
- Staff should consider the age of the children accessing the learning, both in terms of the age requirements of the service you are using, together with their ability to participate

## Communication

- Staff should only use school email addresses to communicate with pupils and parents, not personal accounts
- Parents and pupils to be advised that they should use school email addresses (where pupils have these) to contact teachers. If pupils do not have individual school email addresses, then all email communication should go via parents' email. Pupils can only email within the organisation and filtering is applied to all messages to alert DSLs of any inappropriate content.
- All communications made to parents are through the school systems so that no personal details are shared.

## In school

- We will continue to have appropriate filtering and monitoring systems in place in school.

### Further considerations

- If IT staff are unavailable, any issues can be raised to Comptech's helpdesk (9am-9pm Monday – Friday) or via the portal at <https://comptechits.on.spiceworks.com/portal/tickets> and it will be responded to promptly.