



COVID 19 e-Safety Policy Addendum

Document Control Information			
Document Title COVID 19 e-Safety Addendum			
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Revision History (most recent first)			
Author	Summary of changes	Issue	Date Authorised
R Righini	New addendum	1	
Authorisation			
Approved By:	<i>This policy was approved by MAT Trustees</i>		
Date Approved:	<i>31st March 2020</i>		
Date of Next review:	<i>31st March 2021</i>		
Document Owner & Reviewer:	The senior manager responsible for this policy is the Head of Site / Headteacher		
Equality Impact			
Statement	<p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the equalities act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equalities and Diversity.</p>		
Screening	<p>This policy has been screened by the Equalities Team and the impact has been assessed as:</p> <p><input type="checkbox"/> Not applicable <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High</p>		

1. Purpose

- 1.1. Our e-Safety Policy is designed to ensure all children in our care are safeguarded. This addendum should be read in conjunction with our full e-Safety policy.

2. Scope of Policy

- 2.1. New Bridge Multi Academy Trust recognises that all adults, including temporary staff, volunteers and governors have a full and active part to play in protecting our young people from harm online, and that the child's online welfare is our paramount concern.
- 2.2. This addendum to the e-Safety policy deals with the protection of children online.

3. Reason for Review

- 3.1. This addendum was introduced as a direct result of the COVID 19 pandemic.

4. Aim(s)

- 4.1. We will ensure that arrangements are in place for:
 - 4.1.1. all reasonable measures to be taken to minimise the risks of online harm to children
 - 4.1.2. all appropriate actions to be taken to address concerns about the online welfare of a child working to the agreed e-safety policy

5. Procedures and practice

- 5.1. Due to the Covid-19 epidemic and consequential remote learning, a number of amendments have been made to the E-safety Policy and Acceptable Use Agreements. Amendments to the policy and agreement shall be modified as follows with the text in bold added to the document and the text containing a strikethrough deleted.
- 5.2. **Whilst the iPad is at home, the iPad is your responsibility (or the responsibility of the parent or carer, if a pupil is unable to take responsibility).**
- 5.3. It is important you keep your iPad safe and secure at all times. You should know where your iPad is at all times and ensure the battery is charged, and ready for use each and every morning. **Class teachers will maintain communication with parents and carers to check the iPad is functioning, safe and secure.**
- 5.4. If your device becomes damaged, lost or stolen, report it to the Head of Site and the Technical Group as a matter of urgency. Your iPad is insured by the school when the device is lost, damaged or stolen when on the school site or during educational visits. If the device is lost, damaged or stolen whilst at home, it is your responsibility to replace or repair the device from your personal home insurance. Staff, **young people, parents or carers** should not keep or leave the iPad unattended in vehicles. If your device has become damaged, lost or stolen you must report it to the Technical Group by ~~completing the necessary form~~ **emailing technical support**. You must not carry out repairs on any school-owned device. You must not solicit any individual or company to repair a school-owned device on your behalf.

- 5.5. **During the Covid-19 epidemic staff will need to communicate with parents and carers in a range of different ways. It is important that staff communicate electronically via school ICT systems and block their number when calling home from their personal mobile phone.**
- 5.6. Staff should also keep any communications with pupils and parents transparent and professional and **should use the schools ICT systems for electronic communication.**
- 5.7. No young person **during the Covid-19 epidemic will have access to social networking or video broadcasting apps/websites such as Facebook, Instagram, House Party, to name a few, on their school-provided iPad. The ‘Online Safety’ document, provided by the New Bridge Group, provides support for parents and carers around the use of social media.**
- 5.8. Parents should also ensure that their children are not using social networking sites **on their school-provided iPads, and if they are accessing social media on their personal devices then it should be** in an inappropriate manner. It is expected that parents/carers explain to their children what is acceptable to post online. Parents/carers are also expected to monitor their children’s **use of the school-provided iPad and** online activity, including in relation to their use of social media.
- 5.9. With respect to the Young Person Acceptable Use Agreement the following amendments have been made:
- 5.9.1. **I will not be able to use social media sites, personal email addresses or external video broadcasting on my school-provided iPad.**
- 5.9.2. I will know where my iPad is at all times and ~~use the iPad lockers to~~ store and charge my device whenever it is not being used.
- 5.10. With respect to the Parent/Carer Permission Form the following amendments have been made:
- 5.10.1. **As the parent / carer of the above young person, I give permission for my son / daughter to have access to the school-provided iPad, the self-service apps provided, and the internet whilst at home.**
- 5.10.2. **I understand whilst the school-provided iPad is at home I will monitor and ensure my child is using the device in an appropriate manner and will contact the school if I have any concerns.**
- 5.11. With respect to the Staff Acceptable Use Agreement the following amendments have been made:
- 5.11.1. I will only communicate **electronically** with young people and parents / carers using official school systems. **If I phone home to parents and carers then I will block my personal number when doing so.**