Purpose:

Given the fact that there are only a limited number of pupils in school during the COVID 19 restrictions it is understood that PCA will advise pupils to use online learning platforms to enhance their curriculum provision at home. Communication between parents/ carers and schools may be done via text, blogs, website, Twitter, emails or electronic face to face contact.

Online Learning:

PCA will advise of specific platforms/ web based programmes which school is already signed up to and pupils are already familiar with. School will provide passwords for these sites. School has already checked the reliability and safety of these sites having used them for some time already. None of these sites have the functionality for pupils to communicate with each other or pupils from other settings and as such should not pose any online safety threat.

Staff must ensure that they only recommend additional websites after having thoroughly checked the content. It is important to highlight the following points to pupils when recommending any website.

1. Please supervise your child when they are using this site.
2. Never give out any personal information when using an online learning site.
3. Never talk to someone who you do not know.
4. Never post any photos of yourself on online learning sites.

Blogging:

There is likely to be an increased use of blogs for PCA staff to communicate with pupils and their families. All guidance provided to staff during blog training is to continue to be adhered to. A summary of which can be found below:

- Do not share videos which could allow the pupil to identify where you live.
- Do not post videos which are filmed in a bedroom/bathroom film them in a communal space.
- Ensure you promote the school effectively and do not display anything which could bring the school into disrepute.
- Check your spelling and grammar as this is reflective of the high standards in English within PCA.
- Do not use text language in your posts.

- Remember that the blog is not aimed at one pupil in particular and instead a group of pupils or a whole school.
- Do not publish pupil's surnames or email addresses in line with GDPR.

  A reminder of these guidelines will be e mailed out in full to all staff.

Appropriate Levels of Filtering:

Schools in England and Wales are required "to ensure children are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering" (**Revised Prevent Duty Guidance: for England and Wales, 2015**). Although we cannot set the level of filtering in the household of each individual, we can and will ensure that the sites we are promoting are suitable and age appropriate for our pupils and that they are free from pop ups as much as possible. We will also send out (via Twitter and the blogs) a link for parents on how to set restrictions and parental access limits to their home internet.

https://www.internetmatters.org/parental-controls/

We will ask parents to contact school if they would like a hard copy of this posting out to them too.

Communication with parents:

Parents will need to be contacted regularly in line with PCA's COVID-19 Safeguarding procedures (Appendix 1). When telephoning parents, if using a personal mobile staff must ensure they dial 141 before the number to ensure the parent/ carer does access staff telephone numbers. Teachers will contact parents using the Eduspot email to parents system rather than their own work email. Please login at www.eduspot.co.uk and use the login details which have been emailed out to you. Parents may also be contacted through Eduspot Text to Parents. Parents/carers will be contacted individually rather than in a group to prevent their email address being seen by someone else. Each class has their own email address and parents/carers have been encouraged to use this to share images or films of their pupils' home learning with the class staff.

There may be occasions when Zoom/FaceTime/skype may be used for a number of reasons including the conducting of Person Centred Planning Reviews, 'check ins' on alternative weeks where 'Safe and Well checks' are not being conducted, or if pupils/families are displaying Covid-19 symptoms and self-isolating so 'Safe and Well check' cannot take place. When using these platforms staff must follow the guidance set out in the PCA electronic face to face document.

If a parent/carer displays any inappropriate behaviour during any of these methods of communication, then the member of staff must inform their team leader or SLT immediately.

Spotting signs that a child may not be safe:

It is the duty of all staff to be vigilant to any signs during telephone calls or online communication. When using these platforms it is important that staff follow the guidance set out in the telephone calls or online communication that a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required the police via the school's DSL.

Live learning:
There will be no one-to-one online tuition from PCA staff members, this will help safeguard pupils and staff members. There is also no requirement from PCA to conduct live lessons with pupils through any forum/ platform.

Google Classroom:
Work can be set through Google Classroom where pupils are used to working in this way, however this only allows for written feedback and would be in line with the school's Marking and Feedback Policy. It is the responsibility of the Sixth Form teachers using Google Classroom to ensure that privacy settings are set to private or shared with others and not kept public.

Twitter
There are four Twitter accounts set up at PCA; Primary, Secondary, Sixth form and a general one. This platform is used to share things that have taken place within the school, information, ideas and advice to the wider community. Photographs of the pupils may be included on Twitter but only with permission from their parent/carer and no second names may be used. All four accounts are all set up to allow comments to be made and for the tweets to be retweeted. There are a limited number of people who are able to tweet from these accounts and they are responsible for checking the appropriateness of the comments. Anything deemed inappropriate must immediately be removed and the appropriate action taken.

Support and Advice:

All pupils engage regularly in online safety lessons when in school and it is important that we remind students of these online safety rules when at home too. Pupils need reminding of who they can contact within the school for help or support. This can be done via blogs, Twitter posts and through conversations with pupils via the telephone. Children need to be reminded that if there is something which they do not like which is posted or said to them online then they should inform their parent/ carer, inform a member of school staff via the SHARP SYSTEM, during the telephone calls from staff or visit one of the following sites:
- UK Safer Internet Helpline https://www.saferinternet.org.uk/our-helplines.

- Childline https://www.childline.org.uk/
- CEOP https://www.ceop.police.uk/safety-centre/

Schools will be in frequent contact with parents/carers. Those communications 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 asked to access. PCA have joined with the National Online Safety team and have offered all parents/carers access to a free online training session which supports them to understand the dangers online and how to protect the pupils. Details of this course is available on the website and has also been tweeted to parents.

Additional support for parents/carers is posted on the PCA website and include

- Internet matters - for support for parents and carers to keep their children safe online

- London Grid for Learning - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and careers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers