

# NORWICH STEINER SCHOOL

[www.norwichsteinerschool.co.uk](http://www.norwichsteinerschool.co.uk) Tel: 01603 611175

## Remote Teaching and Learning During School Closure

reviewed Jan 2021

This guidance has been developed to give information about teaching and learning online during school closure due to Covid19 and should be read alongside the school's online safety policy. While the school is closed teachers will be providing learning materials online to secondary aged pupils (Sequoia and upper school classes), which pupils will access via email, Google classroom, or Zoom. We will ask parents to consent for their children to be involved. Younger children may have work sent to their parents by email, to be printed out, and the children will not need to access the internet. Where possible lower school teachers are sending work out by hard copy, but in some cases this may not be sustainable in the longer term.

Potential for child protection / safeguarding issues may arise from: sharing of personal data / images, access to illegal / inappropriate materials, inappropriate on-line contact with adults / strangers, potential or actual incidents of grooming. This includes the risk of radicalisation or being drawn into other criminal activities, as well as cyberbullying, sexual harassment, peer on peer abuse, and child sexual exploitation and abuse.

We will communicate with parents to reinforce the importance of online safety and ensure that they are aware of what their children are being asked to do online, and who from the school their child is going to be interacting with. Staff will be alert to any areas of concern which will be addressed with parents or the safeguarding team as appropriate.

## Staff

All staff must have online safety training and should ensure that they have read the staff code of conduct and associated safer working practice guidance <https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf> and <https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-1.pdf> and are clear about the acceptable use of technologies, staff pupil/student relationships and communication including the use of social media.

Teachers planning to record or livestream lessons via an online platform, will need to assess any risks and take appropriate actions to minimise harm. Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background. School accounts for online platforms will be set up, with robust privacy settings, and personal accounts should not be used. Use of online learning tools and systems must be in line with privacy and data protection/GDPR requirements.

Where possible contact with pupils should be made during school hours, using parents' or carers' email addresses (remember to use Bcc) or phone numbers, unless this poses a safeguarding risk. Upper school pupils may be contacted directly, copying in a parent or colleague to emails. Appropriate boundaries should be maintained, and records of calls kept (who/when/why). **If teachers hear or see anything that is of concern they should contact the Designated Safeguarding Lead.**

## Pupils

Pupils should abide by the school's internet safety agreement at all times. Where possible pupils should work in a communal area of the home, and not in their bedroom. When attending a Zoom meeting, they must turn off the video and microphone. Microphones may be turned on for appropriate lessons, but for safeguarding reasons we will generally avoid use video. If pupils see or hear anything while working online that worries them, they should tell their parent and the teacher. Help can also be found from:

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

Pupils can also report any concerns to their class guardian or one of the school safeguarding leads:

Jacqui Armour: [jacqui@norwichsteinerschool.co.uk](mailto:jacqui@norwichsteinerschool.co.uk)

Sarah Brocklehurst [sarah@norwichsteinerschool.co.uk](mailto:sarah@norwichsteinerschool.co.uk)

Naomi Pratt: [naomi@norwichsteinerschool.co.uk](mailto:naomi@norwichsteinerschool.co.uk)

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## Parents

Parents should check the privacy settings on their child's device and applications they are using, and to be aware of what their child is doing online. Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers 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