**Lidget Green Primary School**

**Online learning and Remote Teaching addendum to Safeguarding Policy**

During the Covid-19 pandemic, pupils may need to self-isolate, either as individuals or as a ‘bubble (class or cohort). When this is the case, work will be provided for the pupils. To meet the needs of all our pupils, we will offer a mix of paper-based tasks that support and consolidate learning, online based learning activities and remote teaching.

To ensure that as many children as possible have access to the online teaching and learning, the school has purchased a number of Chromebook laptop computers to loan to families. These are being distributed, one per family without access to online learning, with some being reserved for cases where two children from the same family are learning at home at the same time. Where families do not have Broadband at home, a mobile Wifi device will also be provided.

The Chromebooks have a firewall and monitoring systems in place, similar to the computers in school, to ensure that children are protected as far as possible. Parents sign an agreement that covers the care and use of the equipment.

When a whole class is self-isolating the teacher will be expected to teach online lessons in in English and Maths (unless s/he is ill) and to provide other work to support this teaching. Work to cover the non-core curriculum areas will also be provided so that the children have 3 hours work each day, in line with Government expectations. Work that is submitted on time via Google Classroom must be marked before the next lesson. A remote teaching and learning policy will set out the day to expectations for this.

Remote teaching raises a number of safeguarding concerns, which we have addressed as follows:

The Chrome books and Google Classroom are both set up so that only a pupil of the school can sign in, using a school email address and a password supplied by the school. This password can only be changed by the school. Pupils are taught that they must protect their passwords and not share it with anyone other than their parents. We have the same expectations of behaviour for children who are learning remotely as we do in the classroom and will speak to parents if there are any problems with behaviour, or occasions of inappropriate use of devices logged into Classroom.

When teachers are teaching remotely they must do so, using a school laptop, via Google Classroom and Google Meet. Both these apps are protected by the school’s monitoring systems and firewall, which allows monitoring the current screen of any school-owned device that is logged in to the system and all submissions to Google Classroom.

If a ‘live’ lesson is to be recorded for later use, children must be told to switch off their cameras unless they have full photographic permissions – teachers can ask children to check with their parents if they are unsure. This is because their image might otherwise be included in the recorded video. When recording, teachers should use the full screen, rather than a window to present where possible. Recordings that show children’s faces should only be made available to children in that year group.

During lessons taught remotely, teachers must:

* Inform parents of the times the lessons will begin so they know their children need to be in an appropriate place, dressed appropriately and ready to work, and that other family members should not interrupt the lesson.
* Keep a register on Classroom of the children who signed in to the lesson
* Instruct the children to set a background on their device. Sometimes it may be necessary to switch the background off for children to show their work. For this reason, they should also be instructed to sit with their back to a wall to minimise the possibility of other family members being visible on screen.
* If a teacher is working 1:1 with a child, (e.g. as an intervention or refuelling) either the parent must be present with the child or the child's camera must be switched off and the session recorded and saved.
* It is important that children in school during a school closure (e.g. in a lockdown) who are joining a remote lesson set a background to maintain their privacy.
* Maintain an appropriate teacher / pupil relationship as outlined in the Code of Conduct during the lesson
* Ensure that they are able to quickly remove a pupil from the lesson if there is a concern about their environment
* Report any safeguarding concerns raised during a lesson, or linked to any online work, to the DSL team
* Ensure that their laptop is locked if they need to leave it unattended while children are still logged in.
* If teachers are teaching from home because they are self-isolating they must ensure other members of their household are aware that they are teaching remotely and that they must not be interrupted (except in an emergency), and that they are dressed appropriately. If the lesson allows, they should set a background on Google Meet.



**Lidget Green Primary School**

**Chromebook Loan Agreement Terms and Conditions**

This agreement is between:

1) Lidget Green Primary School and

2) Name of parent / guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and governs the use and care of the Chromebook assigned to your child / young person in your care

Name of child / young person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement covers the period from the date the chromebook is issued through to the date the chromebook is returned to Lidget Green Primary School and shall remain the sole property of Lidget Green Primary School.

1. This chromebook is provided for the child / young person in your care to access remote learning content and educational tools recommended by the school.
2. This chromebook is configured so it can only be accessed by pupils with an @lidgetgreen.com account.
3. If this chromebook is lost or stolen you will report it immediately to Lidget Green Primary School.
4. You accept that if the chromebook is lost, stolen or damaged it will not be replaced by Lidget Green Primary School.
5. You will ensure your child / young person takes good care of the chromebook and keeps it in good working order.
6. You understand that the chromebook will be fully monitored for safeguarding reasons; any misuse of the chromebook may lead to the loan agreement being terminated.
7. You are willing for your child to take part in ‘live’ video lessons: please see the guidance below.

This agreement sets out the conditions for the parent / guardian accepting the chromebook on behalf of the child / young person in their care.

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 I confirm that I have read or been read aloud the terms and conditions set out above in the agreement and my signature at the end of the agreement confirms that I have agreed to these terms and conditions.

Name of parent / guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Using the chromebook in live lessons.**

If classes or bubbles need to self-isolate, live video lessons may be taught. In accepting the loan of this chromebook, you are also agreeing to allow your child to participate in lessons delivered by the teacher via Google Meet.

The teacher will inform you of the times and days when live lessons will be taught. You need to ensure your child is ready to learn during these times:

* they are ready to log in on time and are suitably dressed
* they are seated in an appropriate place where other family members will not interrupt the lesson
* ideally they will be sitting in front of a wall to minimise the impact of any interruptions.
* they have set a background on their device
* they complete the work the teacher sets to be done after the live lesson
* they report any difficulties to the teacher

If you have any safeguarding concerns about the lesson or the children taking part, please contact the Designated Safeguarding Lead team at the school.