



Policy Addendum:

Working from Home - Online Safety

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the Department for Education and the Salford Local Authority with regards to working from home and distance learning.

Online safety - outside school

During this period of school closure where staff are interacting with children online, they will continue to follow any existing guidelines relevant to online safety set out in the following policies:

- ***Online Safety and Acceptable Use Policy 2019-20***

Staff should ensure all forms of communication with pupils and/or parent are done through official school accounts (Salford webmail/Google Classroom/official school Twitter accounts) and that they maintain a level of professionalism in the language and tone that they use.

Where staff are uploading resources for pupils to access, they should ensure these resources have been checked, are age-appropriate and of a high quality. If in any doubt seek advice from HOD/Line Manager.

Where staff are directing children to websites to support their learning, they should be checked as suitable for their use.

We would discourage staff from livestreaming lessons, but where staff would like to pre-record video content to share with pupils, they should ensure that they do not show any material that is not appropriate to pupils. They should consider:

- A. Setting - is it a safe and appropriate place? What can be seen in the background?
- B. Purpose - could this content be shared in a different way?
- C. Approval - does this content have prior approval of my Line Manager?

Key Reminders (taken from the above policy)

1. Staff must not use chat rooms, instant messages and personal email/social networking sites to communicate with pupils and/or parents.
2. Any accidental misuse of official school email/social media accounts should be reported immediately to the On-line Safety Lead (A. Campbell)
3. Staff should report any incidents of concern for children's safety to the Headteacher (A. Byrne) and the Designated Safeguarding Lead (M. Connelly)

- ***Social Media Policy 2019-20***

The school's Social Media Policy still applies during this period of closure, and staff are encouraged to use the school's preferred social media platform, Twitter, to engage pupils and/or parents in their distance learning.

Any staff who wish to create a new school Twitter account for this purpose, must first seek approval from the Headteacher, and read the above policy in its entirety.

New accounts should only be created once approved by the Headteacher, with the member of staff responsible having signed a specific *Acceptable User Agreement*.

Key Reminders (taken from the above policy)

1. Staff will use school provided email addresses to register for and manage official school approved social media channels.
2. All communication on official school social media platforms will be clear, transparent and open to scrutiny.
3. Public communications on behalf of the school will, where possible, be read and agreed by at least one other colleague.

• ***Employee Code of Conduct 2019-20***

The school's Employee Code of Conduct still applies to any remote teaching and learning that takes place during this period of closure, and staff are encouraged to use the school's preferred learning platform, Google Classroom, for all teacher-pupil communication.

Where staff use their school email to communicate with pupils, they should ensure that a second member of staff (Head of Department/SLT Line Manager) is copied into any correspondence to safeguard all parties.

Staff should always act as good role models in their use of digital technologies, the internet and mobile devices.

Key Reminders (taken from the above policy)

1. Employees are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
2. Employees must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
3. Communication with pupils must at all times take place within appropriate professional boundaries and must be transparent and open to scrutiny. Contact should only be made for appropriate professional reasons.
4. Employees should not post any comments on social media or the internet that could potentially be defamatory to the school or damage the school's reputation. Comments must not disclose confidential information relating to the school, its pupils, governors or employees.

5. Employees must not allow current or recent pupils access to their social media accounts, including adding them as 'friends'. It is the employee's responsibility to ensure that their accounts/passwords are secure and any potential breach should be reported to the Headteacher immediately.

- ***Safeguarding and Child Protection Policy 2019-20***

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in the above policy.

Key Reminders (taken from the above policy)

Designated Safeguarding lead (DSL)	Mr Michael Connelly	michael.connelly@salford.gov.uk
Deputy Designated Safeguarding Lead (DDSL)	Mr Dan Macafee	dan.macafee@salford.gov.uk