

# **St Alban's CE Primary School**

## **Model Safeguarding Acceptable Use Policy (AUP) for Delivering Remote Education**

The following Remote Education AUP complements all existing safeguarding policies and procedures with regard to statutory guidance KCSiE 2020 and latest DfE Guidance; reflecting the increased need and use of remote learning in pupil's education, and the need to have safeguarding embedded in practice.

### **Acceptable Use Policy (AUP) for Remote Education and Online Communication**

Members of the school community are aware of their responsibilities when using online communication, and take all necessary measures to protect data from unauthorised access and abuse. Within this context, the school community are reminded that technology use should be consistent with the school's ethos, other appropriate policies and the law.

### **Leadership Oversight and Approval**

- Remote learning will only take place using the school's agreed learning platforms.
- Live-streamed remote learning sessions will only occur with agreement and approval of the headteacher and / or designated person(s).
  - All live streamed lessons will be recorded and saved on Google Drive for 12 months, in line with GDPR and safeguarding procedures.
- Staff and pupils will only use school-approved equipment.
- Online contact with learners and parents/carers will only take place at agreed times (8.30-4pm).

The leadership team have responsibility to monitor the content and suitability of all online remote learning provided by all teachers.

### **Data Protection and Security**

- All remote learning, and any other online communication, will take place in line with current school confidentiality expectations as outlined in Camden's model safeguarding policy and KCSiE (2020).
- Access to the school's approved learning platform(s) will be restricted to appropriate members of staff
- Pupil and staff access to the learning platform will be managed in line with current IT expectations as outlined in the acceptable use policy.
- Staff should record the length, time, date and attendance of any sessions held
- The use of educational resources will be in line with existing teaching and learning policies, with consideration made to licensing and copyright.

### **Session Management and Staff / Pupil Behaviour**

- Staff will model safe practice and moderate behaviour online during remote sessions, as they would in the classroom.

- All participants are expected to behave in line with existing school policies and staff will remind attendees of behaviour expectations as and when appropriate
- Inappropriate behaviour will be addressed in line with the school behaviour and remote learning policies.

**When delivering live or pre-recorded lessons, staff will:**

- ☐ Wear appropriate dress
- ☐ Ensure backgrounds are neutral (if working from home)
- ☐ Not take or record images for personal use
- ☐ Ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds
- ☐ Ensure all sensitive documents or tabs are closed when screen sharing
- ☐ Make suitable arrangements to ensure privacy and avoid unnecessary intrusion

**Policy Breaches and Reporting Concerns**

1. Participants are encouraged to report concerns about remote and/or live-streamed sessions through appropriate school procedures
2. Any safeguarding concerns will be reported in line with the school's Safeguarding policy and KCSiE (2021)

**I have read and understood the Acceptable Use Policy (AUP) for remote education.**

**Staff member name.....**

**Date.....**

**Related Policies:**

- Safeguarding and Child Protection Policy
- Remote Education Policy
- Behaviour Policy
- Data Protection Policy and privacy notices
- Online Safety Acceptable Use Policy
- Staff Behaviour and Conduct Policy (including phone calls, video conferencing and recorded video)
- Whistleblowing Policy