

Dear Parents,

We hope you and your family have had a restful break. As the period of online learning progresses, we have updated our Safeguarding Arrangements and advice for online safety to reflect the current digital environment. This is in line with government guidance and also complements the school policies you can find on our website for Safeguarding and Acceptable IT usage.

With your children, please read and adhere to the following points carefully:

### **Communication Routes & Sharing of Information**

- Only use a teacher's official school email address, Canvas or work contact number to communicate with them
- If your child is in the Lower School, we advise that a parent/carer must be within earshot at all times during the lesson. If the teacher has reason to believe a parent/carer is not within earshot, they have been asked to notify their line manager after the lesson
- Lessons should only be taking place via Canvas (US), Newrow or Zoom (LS), please notify us if your child is being asked to use another on-line platform
- Please do not record or take screenshots of any of the online lesson-sharing images of teachers or pupils on social media is not allowed
- Teachers may record lessons in order to share lessons with those who are unable to attend the online live lesson. If a student does not wish to be recorded but would like to attend the live lesson, they should be advised to switch off their camera.
- It is extremely important for you not to share the recorded lesson or any photos of children with others

### **Respecting Personal Boundaries**

The online learning environment should respect the same boundaries as the classroom in our school. Being in your own home can make this harder to remember.

- Dress appropriately, as you would for a face-to-face lesson
- For children in the Lower School, please use a family space for the lesson, and avoid children using a bedroom unless a parent or guardian is present
- For children in the Upper School, a family space is also advised unless their bedroom is the most practicable working space for, in which case leaving the door open / popping-in to monitor how your child is doing is advised
- Please ensure no personal/inappropriate information is in shot (this could include phone numbers, etc.)
- If the teacher feels the student hasn't met the standard of behaviour expected in a school environment, in spite of prompting, or is concerned about something (inappropriate dress or language, for example), the teacher will stop the session or use the mute camera/microphone function, and then contact the parent/carer later to discuss and help resolve any issues

## **Mental Health**

We are aware that the current situation is a testing time for children's wellbeing, as well as our own. This informs our current curriculum and we have shared relevant tips and advice with the children.

- In the Lower School, parents can contact their child's class teacher or Karen Thomas for further wellbeing support
- In the Upper School Heads of Year are contacting children and families on a fortnightly basis and can be contacted
- If your child would like to request online counselling they can do so by emailing [tracyp@kingalfred.org.uk](mailto:tracyp@kingalfred.org.uk)

## **Unusual Situations, Further Support & Reporting Routes**

- If at any point you or your child feels uncomfortable, they can leave the lesson immediately and contact the DSL or relevant member of staff
- Reporting of any safeguarding concerns about children should go to the Designated Safeguarding Lead (DSL), Tracy Preston, or the deputy DSLs in her absence:

Tracy Preston-email: [tracyp@kingalfred.org.uk](mailto:tracyp@kingalfred.org.uk) phone: 07506 980539

Fiona Parsons (Upper School) - email: [fionap@kingalfred.org.uk](mailto:fionap@kingalfred.org.uk) - phone: 07506 980602

James Griffiths (Lower School) - email: [jamesg@kingalfred.org.uk](mailto:jamesg@kingalfred.org.uk)

- Reporting of any safeguarding concerns about staff should go to the Head, Robert Lobatto email: [robertl@kingalfred.org.uk](mailto:robertl@kingalfred.org.uk)
- The following organisations can provide further support and alternative reporting routes:

If you are supplementing school work and using other online organisations, checking advice from UK Safer Internet Centre is recommended

[Childline](#) –for further support

[Thinkuknow](#)- for advice from the National Crime Agency to stay safe online

[UK Safer Internet Centre](#)-advice for parents and carers

Parents can also contact Barnet MASH by phone to make a direct referral if you have any safeguarding concerns on: 020 8359 4066 (emergency duty team during out of hours: 020 8359 2000).

These guidelines will be reiterated via class teachers / Heads of Year. Please do contact us if you have any questions.

Best Wishes,

KAS