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## Our Guide to Remote Safeguarding and Online Safety

### Introduction

Pupil wellbeing and safety is at the heart of all that we do at LJS and is absolutely paramount in every decision taken. Our experience of remote teaching and learning over the last year has allowed us to understand the importance of community involvement, first-hand, and heightened our awareness of the potential for any safeguarding concerns to arise, especially online. This remains our priority during in-person or remote education, whether it be the closing of a single 'bubble' or the whole school, and we are committed to providing ongoing, rigorous support for our community.

It is vital that children and families feel able to raise any issues that they encounter with a trusted adult so that they can be protected from harm and/or supported if they have concerns about any inappropriate behaviours or content.

When working remotely with pupils the Oundle School and Laxton Junior School policies still apply, including the Safeguarding Policy and the updated COVID19 Safeguarding Policy Addendum, both of which are available on our website.

**Remember, support is always available to you from Laxton Junior School.**

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### Associated Reading

This Guide should be read in conjunction with the following documentation:

- Safeguarding Policy
- Covid-19 Safeguarding Policy Addendum
- Our Guide to Remote Teaching and Learning
- Our Guide to Remote Care and Wellbeing
- Our Guide to Microsoft Teams

### Safeguarding and Pastoral Care Contacts

Laxton Junior School's Safeguarding and Pastoral team are:

- Deputy Head and Designated Safeguarding Lead: Ms Stacey Crump - [smc@laxtonjunior.org.uk](mailto:smc@laxtonjunior.org.uk)
- Deputy Designated Safeguarding Lead and Online Safety Lead: Mr Fraser Harper - [fh@laxtonjunior.org.uk](mailto:fh@laxtonjunior.org.uk)
- Assistant Head Pastoral: Mrs Jackie Ormston - [jo@laxtonjunior.org.uk](mailto:jo@laxtonjunior.org.uk)

### Remote Meetings and Live Lessons

You may have read in 'Our Guide to Remote Teaching and Learning' that remote meetings and live lessons are ready to be provided immediately should we have to engage with this method of teaching and learning.

These sessions will only be conducted using Teams, and only once they have been arranged with you, or you have been informed of them, in advance.

To ensure the wellbeing and safety of pupils, parents and staff during these sessions specific guidelines, training and expectations are in place for staff, in line with our Code of Conduct and Safeguarding Policies. But, as a community, we know that safeguarding is the responsibility of everyone. Below are the revised expectations of pupils and parents for the 20/21 academic year when engaging in online meetings and live lessons, in either a one-to-one, small group or whole class context. Please take the time to read these expectations and discuss them with your child. We understand that these conversations will look different across the year groups and Teachers will also be reiterating these expectations during the first live lessons that take place.

### Expectations for Parents and Pupils

	Parent	Pupil
<b>Policies</b>	To have read the Parent/Pupil Online Expectations	To have read or discussed with a parent the Parent/Pupil Online Expectations
<b>Safeguarding</b>	To report any concerns academic or pastoral, in the first instance, to the Form Teacher. You always have the option to go directly to the Designated Safeguarding Lead, Ms Crump, or the Online Safety Lead, Mr Harper	To speak out to a trusted adult if you feel upset, worried or scared about anything. You could speak to a parent, teacher or grandparent
	To report any concerns where a child may be in danger or being harmed directly to Ms Crump or, in her absence, Mr Harper or Mr Robertson	To speak out to a trusted adult if you feel upset, worried or scared about anything. You could speak to a parent, teacher or grandparent
<b>Communication</b>	To communicate with members of staff through official channels only, including Teams, email and calling the School office	To communicate with Teachers using Teams, including posting in the Channels
	To communicate, via email, with the Teacher to arrange an online meeting or telephone call; some online meeting times will be negotiable, others will be allocated	To prepare for your online meeting you may want to think about questions or thoughts you want to discuss.  To have all the resources you need ready (whiteboard, pen, previous learning, textbook)  To talk with your parent/carer about when your online meeting time is and what it is about
	To accept the calendar request on Teams	To accept the calendar request on Teams
	To be dressed appropriately for the meeting	To be dressed appropriately for the meeting
<b>Behaviour and Conduct</b>	To support your child to be set up in an appropriate area of the house. Not the bathroom and ideally not the bedroom, with a neutral background	To be set up in an appropriate area of the house. Not the bathroom and ideally not the bedroom, with a neutral background
	To be polite and respectful during the online meeting and let your child, as much as possible, take the lead in communicating	To be polite and respectful during the online meeting and take turns to talk
	To support and model polite and appropriate behaviour for your child online, including in online meetings	To behave in line with our Values, Mission and behaviour expectations; your behaviour online should be polite and positive
	To end the online meeting if any concerns arise which are not immediately addressed. You should report your concern to the appropriate Staff member. You always have the option to go directly to Designated Safeguarding Lead, Ms Crump, the Online Safety Lead, Mr Harper, or the Head, Mr Robertson	To end the online meeting if you feel upset, worried or scared about anything. To speak out to a trusted adult if this happens

	Parent	Pupil
<b>Holding Sessions</b>	To support your child to arrive on time for the online meeting and join it via the 'Join Meeting' link in their calendar	To arrive on time for the online meeting and join it via the 'Join Meeting' link in the calendar
	To communicate, in advance where possible, with the appropriate Teacher if your child is unable to join the online meeting	
	To talk with your child about the online meeting including activities and any matters arising	To talk with your trusted adults at home about what you learnt or talked about during your online meeting
	Not to screen shot, photograph or record (using any device) any online meeting	Not to screen shot, photograph or record (using any device) any online meeting
	Confirm, prior to any one-to-one meeting or lesson being able to begin proper, that you can see and/or hear the session and will be able to for the duration of the meeting/lesson	To make sure your trusted adult can see and/or hear any one-to-one online meeting or lesson

## Countering Bullying

Laxton Junior School defines bullying as 'The repetitive, intentional hurting of one person or a group by another person or group, where the relationship involves an imbalance of power. It can happen face-to-face or online.'

We are committed to developing an anti-bullying culture where the bullying of adults, children or young people is not tolerated in any form. The term bullying always refers to cyberbullying also.

Bullying can include:

- Name calling, taunting, mocking
- Using discriminatory language and derogatory language (for example racist, homophobic, disability discriminatory language or any prejudice-based bullying)
- Stealing, breaking or hiding someone's possessions
- Invading their personal space in such a way as to make them feel uncomfortable/unhappy
- Pushing, kicking or hitting
- Frightening someone into doing things they do not want to do
- Intimidation to prevent someone doing something they want
- Excluding another from a game, conversation or information, knowing that it will cause that person distress

Bullying includes the same unacceptable behaviours expressed online, called online or cyberbullying. Bullying is recognised by the School as being a form of peer-on-peer abuse and is a safeguarding concern. It can be emotionally abusive and can cause severe and adverse effects on children's emotional development.

At Laxton Junior School we work together to prevent bullying. If you have any concerns regarding child-to-child bullying you should, in the first instance, speak to your Form Teacher. If you have any concerns regarding adult-to-child or adult-to-adult bullying you should speak to the Deputy Head, Ms Crump.

## Filtering and Monitoring

Parents are strongly encouraged to consider their filtering and monitoring arrangements at home. Information on how to protect children from inappropriate content can be found on the [Internet Matters](#) website.

Monitoring should also be conducted through dialogue and discussion, and by taking an interest in what children are doing online whilst also recognising their need and right to privacy and independence, at an age appropriate level.

In the absence of being able to have conversations in person, in the current situation, technology is providing the means to vital communication with friends, teachers and wider family, so this is about trust, knowing your children and recognising that this is a worrying time for them too. Technology will provide them with a vital communication channel to their friends, teachers and their wider family. These are all different audiences which may need different spaces and different approaches.

### Extra Advice and Guidance

The following websites will be of great support to parents when keeping their children safe online and offline:

- o [Net Aware](#) brings together the NSPCC's expertise in protecting children and the O2's tech knowhow. They have everything you need to help you keep your children safe online. Whether you're an online expert or you're unsure of where to start, they are there to help. Net Aware provide information about social networks, apps and games, provide current articles linked to online safety and provide you with the opportunity to speak to an O2 Guru via appointment or by calling their Advice Line.
- o [Thinkuknow](#) is the education programme from the National Crime Agency-CEOP (Child Exploitation and Online Protection Command), a UK organization which protects children both online and offline. Thinkuknow provides age appropriate (4 to 7 years, 8 to 10 years, 11 to 13 years, 14+ years) information, activities and games alongside specific information for parents and carers with the key focus of keeping children safe online and offline.

Other Sources of Information for online and offline safety:

- o [Internet Matters](#) works closely with online safety experts; they are there to guide you through issues children can experience when using the internet
- o London Grid for Learning: tips to support parents during school closures and pupil online safety activities
- o [UK Safer Internet Centre](#) provides online safety tips, advice and resources to help children and young people stay safe online
- o [NSPCC Supporting Parents](#) offers trained practitioners that help parents facing difficulties

If you have any queries or concerns about safeguarding issues arising in the online context, please don't hesitate to get in touch with:

- o The Designated Safeguarding Lead and Deputy Head, Ms Stacey Crump - [smc@laxtonjunior.org.uk](mailto:smc@laxtonjunior.org.uk)
- o Deputy Designated Safeguarding Lead and Online Safety Lead, Mr Fraser Harper - [fh@laxtonjunior.org.uk](mailto:fh@laxtonjunior.org.uk)

### FAQs for Parents

**My child has received a rude/mean/unkind/inappropriate text/email/chat message from a peer. What should I do?**

You should praise your child for speaking out to a trusted adult and sharing this with you. Engage in dialogue with your child as to gain any wider context concerning this issue. If the message is rude or unkind, your Form Teacher may be able to help resolve the issue. If the message contains inappropriate content (rude

imagery, swearing or likewise) this should be reported to the Online Safety Lead, Mr Harper ([fh@laxtonjunior.org.uk](mailto:fh@laxtonjunior.org.uk)).

**Is this app appropriate and safe for my child to use?**

If you aren't sure whether an app is appropriate and safe for your child to use, we recommend you look on [Net Aware](#). Net Aware will give you an overview of the app, tell you the official age rating, share with you why children use this app and give you the expert view of sexual, violence and hatred, bullying, suicide and self-harm, drinks, drugs and crime risks. You can see an example for TikTok at the end of this document.

**What should I do if I think my child is having too much screen time?**

Screen time has benefits and potential impacts on children. We recommend that, as a family, you discuss and decide your own rules and routines linked to screen time. This will allow you to balance family time, exercise and other activities with access to screens. We are striving to deliver a broad and balanced curriculum that has a variety of online and offline activities for pupils to engage with to support this balance. There is some great information from Internet Matters linked to screen time. Click here to access it.

**I am concerned about the conduct of a member of LJS staff. What should I do?**

You should contact the Head, [sjr@laxtonjunior.org.uk](mailto:sjr@laxtonjunior.org.uk), to share any concerns about the conduct of a member of LJS Staff.

**I am concerned about the conduct of an LJS pupil. What should I do?**

In the first instance, you should reach out to your Form Teacher if you have any concerns about the way a pupil is behaving towards your child. Staff are trained in our Safeguarding and Pastoral processes and may escalate your concern as appropriate.

**I am concerned about the safety and/or wellbeing of a child. What should I do?**

You should contact the Designated Safeguarding Lead, [smc@laxtonjunior.org.uk](mailto:smc@laxtonjunior.org.uk) sharing as much factual, accurate and specific information as possible. You will receive a follow up phone call.

**I am concerned about my own safety and/or wellbeing. What should I do?**

You should contact the Designated Safeguarding Lead, [smc@laxtonjunior.org.uk](mailto:smc@laxtonjunior.org.uk) sharing as much factual, accurate and specific information as possible. You will receive a follow up phone call.

**How do I make sure my internet settings are appropriate?**

We recommend you using [Internet Matters](#) and use their step-by-step guide.

## Net Aware Guidance on Tik Tok

As mentioned above, please find an example guidance overview from Net Aware, about the app Tik Tok.

< Social networks, apps and games



# TikTok

TikTok is a social media platform that lets you create, share and discover 60 second videos. You can use music and effects to enhance your videos and you can also browse other people's videos and interact with them.

13+

Official  
age rating

## Kids use this to...

Play



Create



Learn



Connect



## Our safety ratings

Overall safety rating: [Average](#) 😞 😞 😞 😞 😞

[Safety features](#)



[Privacy & location](#)



[Reporting & blocking](#)



[Content](#)



Ms Stacey Crump

Deputy Head

Designated Safeguarding Lead

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