Royal Free Hospital Children's School
Remote Learning Policy November 2023

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Date of policy approval :	07/12/2023

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Specific Aims of this Policy statement:

To provide a safe, nurturing educational environment, built on a foundation of supportive,
respectful and trusted relationships, that promotes emotional wellbeing and a sense of school belonging.

➢ To outline the Royal Free Hospital Children school's approach to educating pupils who are unable to attend school because of medical sickness, long-term medical need, school refusal (EBSA) or as a result of government guidance or due to continued shielding.

➢ To outline the Royal Free Hospital Children school's expectations for staff who are unable to attend school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with 'Remote online' teaching, marking and planning for pupils studying on educational programmes such as; Futures, The Thomas Group, PATHS and Out-Reach medical needs tuition.

➢ To ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, online learning platforms, social media or mobile devices

➢ To ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices in accordance to acceptable use criteria for all Staff, volunteers, governors and young people.

Educational benefits of ICT:

At The Royal Free Hospital Children's school, we acknowledge that technology continues to change the way we live and work. We aim to utilise the many educational benefits of ICT and use this powerful tool, to provide and expand excellent quality learning experiences within all aspects of the curriculum.

However, we realise the need to understand both positive and negative aspects of its use and ensure pupils have the knowledge and understanding to make informed decisions. To do this requires the co-operation of pupils, as well as staff and governors.

Protecting pupils: FILTERING (KCSIE 2023)

Internet access is filtered by London Grid for Learning Information Technology Services. This works by means of a 'disallowed' list, so that inappropriate sites are filtered before they get to schools and devices. However, because of the nature of the Internet, there is a possibility that an inappropriate site can be accessed. If this happens, the school should contact LGFL/Camden SITT ICT Services - report a problem so that the site can be blocked. The incident should also be reported to the Headteacher, who may wish to report it to the Local Authority (Camden). The young persons parents should be informed and, if appropriate, the Designated Safeguard Lead or DDSL who will have a sensitive conversation with the young person concerned.

We believe that:
➢ Children and young people should never experience abuse of any kind
➢ Children should be able to use the internet for education and personal
➢ Development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:
• The online world provides everyone with many opportunities; however it can also present risks and challenges
• We have a duty to ensure that all children, young people and adults involved in our school are protected from potential harm online
• We have a responsibility to help keep children and young people safe online, whether or not they are using the Royal Free Hospital children's school LGFL network and devices
• Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
• All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

We will seek to keep children and young people safe by:
• Appointing an online safety coordinator (James Friel)
• Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
• Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
• Supporting and encouraging parents and carers to do what they can to keep their children safe online
• Developing an online safety agreement for use with young people and their parents or carers
• Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
• Reviewing and updating the security of our information systems regularly as detailed in KCSIE2023
• Ensuring that user names, logins, email accounts and passwords are used effectively

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- Ensuring personal information about the adults and children who are involved in our school is held securely and shared only as appropriate
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Providing supervision, support and training for staff and volunteers about online safety
- Examining and risk assessing any social media platforms and new technologies before they are used within the school.

The Royal Free Hospital school will provide remote learning (online) for pupils that are not able to attend school so that no-one need fall to far behind.

<u>In which circumstances would this happen?</u>

There should only be limited circumstances where a pupil is unable to attend school but is able and well enough to continue their education remotely.

➢ *School closures or restrictions on attendance, where school access for pupils is restricted as a result of government guidance or due to continued shielding because of the medical condition of person within their household.*
➢ *Pupils who are unable to attend school through sickness, long-term medical need, Emotionally Based School Avoidance (EBSA), mental health.*

These circumstances should only involve a short-term absence and might include: pupils recovering from short- term infectious illnesses, pupils preparing for or recovering from some operations, or pupils recovering from injuries where attendance might inhibit recovery.

In some exceptional cases, these circumstances might also include pupils whose attendance has been affected by a special educational need or disability (SEND) or a mental health issue In these circumstances, and after the pupil's absence from school has been established, schools should consider providing pupils with remote education on a case-by-case basis. This should be part of a plan to reintegrate back to school, and only when it is judged that providing remote education would not adversely affect the pupil's return to school. Further support on dealing with mental health and attendance challenges can be found in the

Working with the local authority (Camden)

Pupils with long-term medical conditions or any other physical or mental health needs affecting attendance may require additional support to continue their education.

Under section 19 of the Education Act 1996 (s.19 duty) local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health or other reasons, would otherwise not receive a suitable education. This may involve, for example, programmes of study that rely on a flexible approach which include agreed periods of remote education. This is triggered when a child or young person is absent for 15 school days or more during the school year, whether consecutive or cumulative.

The Royal Free hospital Children's school work directly with Camden local authority (Camden School Inclusion team) to deliver this directive (Remote learning) under medical needs tuition.
- Remote learning is offered as part of this directive.

What to consider when providing remote education to individual pupils

We acknowledge that the very nature of the cohorts of pupils who attend our school may begin with a remote learning offer as part of a phased approach of their longer-term programme offer.

Provision of remote education is made as a short-term solution allowing absent pupils to keep on track with their education and stay connected to their teachers and peers. These include young people in educational programmes;
➢ *Futures (Year groups 10/11)*
➢ *The Thomas Group (Year groups 7-9)*
➢ *PATHS (Year groups 7-11)*
➢ *Out Reach Medical needs Tuition (Year groups Primary Year 1-Secondary Year 11)*

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When a pupil is absent, the Royal Free children's hospital school seeks to overcome barriers to attendance (See also updated attendance policy2023) and provide support for the pupil to attend.

In these limited circumstances when the school does decide to use remote education for individual pupils when they are absent, we consider the following:

- Ensuring mutual agreement of remote education by the referred/Home school, parents or carers, potentially pupils, and if appropriate a relevant MDT professionals involved with the young person and family.
  - If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision.
- EBSA work with our Educational Psychologist/Mental Health Lead teacher: Where remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity.
- We regularly reviewing any barriers in conjunction with the pupil, parents or carers, and if appropriate, a relevant medical or other MDT professionals.
  - Setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.
    - *Progress against a bespoke EBSA plan is reviewed fortnightly at a 'Learning and Well-being' meeting with Pastoral manager/DSL/SENDCO and school EP. It is important to note that we do not view Remote education as an equal alternative to attendance in school; we do not offer any young person this as a full time offer in any of our educational programmes of study.*

> In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents.

The Royal Free Hospital Children's school is fully aware that post the COVID 19 pandemic, we continue to live in exceptional times. This document seeks to inform and guide families and not impose expectations. Each family is unique and because of this, should approach home learning in way which suits their individual needs.

Where possible, it is beneficial for young people to maintain a regular and familiar routine. We recommend that in the event that a pupil is accessing education remotely, each 'school day' maintains structure, following the weekly timetable already established as their specific educational program of study.

Using the online platform of Google class room, the Royal free Hospital Children's school are able to offer a 'live stream' for pupils to engage and be interactive in lessons in the event that pupils are unable to attend school. Learning in this way, pupils can join and follow all lessons as if they were present for the school day.

Pupils are issued with an individual login email address, username and password, which is completely unique to them. On their Google profile, pupils can use the individual google drive area to save their work securely, create google documents as well as engage with teachers in the comment section for feedback to their work which has been submitted.

Remote learning platforms:

The Royal Free Hospital children's school offer remote engagement using the platforms of:
- Google Class room
- Zoom
- Teams (used for professional network meetings)

It is possible to enhance these platforms by using applications which allow for easy video recording of teachers teaching, explaining and questioning.

Continuing to teach all or most of the normal planned curriculum in the remote environment is important. Subjects where this is more challenging are those that would normally include significant elements of practical work in the live classroom, for example sciences, music or technology.

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However, in these and other cases, video demonstrations (and there are many ready-to-use examples linked to the curriculum available on platforms such as YouTube) can substitute well for practical work, particularly if accompanied by teacher explanation, commentary and a text book or electronic resource.

Livestreaming

Livestreaming is used at the Royal Free hospital children's school to broadcast an event taking place or to live steam teachers delivering a lesson in a subject specific 'Google classroom.' It's a valuable educational medium which can connect young people, who are unable for various reasons, to not attend school that day.

Whether hosting or joining a livestream, you must get consent from parents and carers and children if any images of or identifying information about the child may be used. *(See appendix 1 for pupil/parent consent forms)*

To create a safe environment for children and young people when watching or engaging in a livestream, we have considered the below.

Before starting any livestream, remind children:
- not to share private information
- not to respond to contact requests from people they don't know
- who they should tell if they see or hear anything upsetting or inappropriate.

We believe that good teaching and learning is based on the effectiveness of live classroom teaching.
For example:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

These characteristics of good teaching are more important than the medium of delivery, be it in the 'live' classroom or through remote provision (whether or not that remote provision is live or pre-recorded.) We have considered how we might best transfer and translate these teaching skills into remote education using what we already know about effective teaching in the live classroom.

Live classrooms enable important interaction between teachers and pupils through, for example, questioning, eliciting and reflective discussion. These complex teacher skills in the live classroom are not always easy to recreate in a remote environment, but where remote education recreates at least some aspects of this interactivity and intentional dialogue, teaching is likely to be more effective, support pupil motivation and lead to better progress.

Pupils in the early stages of their formal education are likely to have particular needs which cannot easily be addressed in the same way via live lessons as those of other pupils.

At the Royal Free school, we have made it a focus to identify our pupils with SEND who will require specific approaches because of learning via a screen in this remote way, and tailored the delivery of lessons to meet their individual learning needs and circumstances.

Tests and quizzes are an important part of effective teaching and can be easily created to precede or follow teaching sequences. When teaching live, it is possible for teachers to question individual pupils and for pupils to pose questions to teachers or peers, for example using the 'Chat' function on Google class room, which works well for rapid feedback and allow live marking. Where available and relevant, textbooks (both 'hard copy' and electronic) could be issued for pupils to use at home to complement and support lessons.

Where lessons are recorded, they can be accessed later by pupils, making flexible use possible in the context of limited or shared device access. These and similar platforms can make it easier for teachers to monitor pupils' progress because work can be viewed or submitted through a single system. This in turn may make it easier for teachers to adapt work in the light of pupils' progress.

Teacher expectations:

Royal free school subject teachers will post lesson resources, slides, handouts, any worksheets and homework in their specific classroom area for pupils to access.

Practical tips for teachers conducting online learning sessions:

1. *Teachers are to check that pupils & parents have signed Royal Free school consent forms for engaging with teachers online prior to any remote learning taking place*
2. *Be mindful of what is in the background, especially when working from home*
3. *Delete tabs and toolbars when screen sharing to ensure confidential items and emails are not on display*
4. *Close as many applications as possible to prevent exceeding your bandwidth*
5. *Use headphones and an external mic for privacy and better sound quality*
6. *Ensure that there is a third person present in the session whilst it is taking place for safeguarding*
7. *Keep a register of who was in the session, what time it took place and what the curriculum area is*
8. *Always copy the school email address admin@royalfree.camden.sch.uk into all invitations sent for google classroom & Zoom invitations*
9. *Make sure you "leave" the meeting when completed*

- Teachers should plan lessons that are relevant to the curriculum focus for that year group or for an individual learner and endeavour to replicate this through video clips and tasks for home learners.
- Any resources used, including websites and worksheets, should, where possible, will be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home.
- To respond, within reason, promptly to requests for support from families at home. This should be done via email or by adding further video guidance for families. Staff and parents should communicate via the school admin email address admin@royalfree.camden.sch.uk
- Should a staff member require support with the use of technology, it is their responsibility to seek this support in school and Senior Leaders will ensure that support is given promptly.

Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices. Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

Should anything be unclear in the work that is set, parents can communicate with class teachers via the school email address; admin@royalfree.camden.sch.uk.

Acceptable Use agreements:

Please see Appendixes 4, 5 and 6 for expectations relating more specifically to Young people/Parent & carers/ Staff and Governors.

Maintaining aspects of school life online

These platforms can also be used beyond the individual lesson context for other events such as whole staff briefings and professional development sessions, and for teachers to lead events such as year or whole school assemblies. It is important that these aspects of school life are maintained during any period of disruption.

Communication

Good communication between schools and parents (about the approach the school is taking) can help young people with remote learning at home. This could include, where appropriate, group seminars, briefings using platforms such as Zoom, or one-to-one telephone calls where necessary, to inform parents and elicit their support.

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It is essential for staff, and pupils, to use school email addresses. Each pupil at the Royal Free Hospital children's school has their own unique log in, password and email attached to their google profile and Chrome book which is used in school. They can access their profile and the google class room from home in the event they are unable to attend school.

Groups have been set up to streamline communication for example with a whole class. Existing online resources and teacher-created resources, can be accessed, for example: worksheets, tests and quizzes, as well as video or sound recordings of explanations hosted on platforms such as YouTube - or available on the school, 'pupilshare' remote-access area.

Communication between parents and staff is made via the school admin address admin@royalfree.camden.sch.uk. Teachers communicate directly with other professionals via their work @royalfree.camden.sch.uk LGFL email addresses.

In the event that an invitation for a remote meeting or lesson is created via Zoom, Teams or Google Meet/class room is sent directly to a parent, the school admin address admin@royalfree.camden.sch.uk is always 'ccd for reference.

Teachers are not to use personal email addresses or remote accounts when engaging with pupils and/or parents in any capacity. Where possible the Royal Free Hospital Children's school account should always be used in the first instance.

If online abuse occurs, The Royal Free Hospital Children's School will respond to it by:

- Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- Providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures

This policy is one of a series in the school's integrated safeguarding portfolio and should be read in conjunction with the policies as listed below:
- Anti-Bullying Policy
- Behaviour Policy
- Confidentiality Policy
- Data Protection Policy
- Dealing with Allegations Against School Staff
- 'E' Safety Policy
- Health and Safety Policy
- Medical Needs Policy including First Aid and Accidents
- PSHCRE Policy
- Risk Assessments (e.g. school trips, use of technology)
- Staff Behaviour Policy (including Acceptable Use of Technology)
- Whistleblowing

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APPENDIX: 1

Useful links:

Organisation	Link
Ask About Games	Askaboutgames provides a range of advice on how to stay safe online. It also features advice about finding balance during COVID-19.
Ditch the Label	Ditch the Label's Coronavirus support hub provides a range of support and resources for young people.
SafeToNet	The SafeToNet app helps educate children "in-the-moment" by providing real time detection of harmful or concerning content that they may be sharing.
BBC Own It App	The BBC Own It app helps children stop and think before they press the 'send' button.
Childnet	A tool kit to support parents and carers of any age child to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.
CTIRU	You can report terrorist content they find online through the public referral tool. More information about what to report and what happens when you make a report.
Every Mind Matters	Advice and simple tips on how to maintain your mental wellbeing if you need to stay at home during the coronavirus outbreak.
Internet Matters	Internet Matters has created a #staysafestayhome hub. The hub has information about setting devices up safely, age appropriate conversations to have and resources to support families' wellbeing.
Let's Talk About It	Support for parents and carers to keep children safe from online radicalisation.
LGfL	Support for parents and carers to keep their children safe online, including 6 top tips to keep primary aged children safe online.
Net-aware	Support for parents and carers from NSPCC, providing a guide to social networks, apps and games.
Parent Info	Provides support and guidance for parents from leading experts and organisations.
Rise Above	Public Health England's Rise Above social marketing programme aims to help build resilience and support good mental health of young people aged 10-16.
Thinkuknow	Provides advice from the National Crime Agency (NCA) to stay safe online. To help families manage during this time, the NCA has launched #OnlineSafetyAtHome, a set of fun, engaging activities based on Thinkuknow cartoons, films, games, and advice articles.
UK Council for Internet Safety	Education for a Connect World. A framework to equip children and young people for digital life.

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APPENDIX: 2

Risk Assessment for Google Class room/Zoom
(To completed by Personal Tutor/Teacher or key professional known to the young person)

Surname	DoB:
First name	Local Authority : Camden
First language	Date of PLAN:

* Current SUPPORTING AGENCIES/PROFESSIONALs (*CAMHS/EP/SALT/CP/LAC*)	
NAME/ROLE	**CONTACT DETAILS**

* Historically Known RISK BEHAVIOUR	**Yes/NO**	**E-learning Risk behaviour for (ZOOM/ Google class room)**	**Yes/NO**
Suicidal ideation or severe harm		**Consider the potential risks when your tutee is engaging in Zoom/ google class room Learning.** **Are they at risk of displaying the following behaviour?**	
Violence to others		**Sexualised behaviour on camera**	
Severe self neglect		**Use inappropriate language /phrases which could 'trigger' or upset others**	
Risk from others (e.g. exploitation)		**Unable to cope with the full length of the Zoom/google class room lesson due to medical or special educational need (** *Consider making the lessons shorter to support this need)*	
Risk to intellectual/social development		**Is the young person in a living space which can accommodate Zoom/ google class room learning and will safeguard themselves and others in the home?**	
Sexualised behaviour		**Dressing appropriately whilst on Camera**	
Uses inappropriate language		**Adhere to any of the RFHCS behavioural expectations when engaging in a Zoom/ google class room lesson as stated in the guidance given in the school Google class room drive as well as signed contract by parents and pupils.**	
History of Self- Harm		**Have the parents and young person signed the RFHCS consent form for engaging in Zoom/ google class room** **E-learning lessons?**	
Online exploitation			
Unable to keep safe online (social media/other online platforms)			

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*Additional comments by personal tutor/teacher or Key professional known to the young person
Early warning signs, relapse indicators, triggers
ACTIONS/INTERVENTIONS TO MEET IDENTIFIED NEEDS/MANAGE RISK **ACTION TO BE TAKEN IN THE EVENT OF A CRISIS**
Agreed school response to a crisis and who to contact
- In the event that a young person displays behaviour which is inappropriate or a cause for concern- personal tutor will document this following the RF safeguarding procedures and Alert safeguarding Leads (AY/JM) at the RFHCS to ensure that if the young person needs further support to keep themselves safe online – this can be offered.   - If Risk is shown using Zoom online, personal tutor will contact the young person and their parents/home school directly and discuss any use of behaviours, which show a concern as mentioned above.   - Inform external/internal professionals of this 'Risk' behaviour if necessary. In includes also updates about progress and positive engagement online   - If inappropriate use of Zoom by a young person is identified in the 'group' lessons- consider the alternative in arranging an individualised timetable in which 2:1 learning takes place instead during the 'open' spaces of the Online RF school timetable

Signed by Personal Tutor:_____

Date:_____

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APPENDIX: 3

REMOTRE LEARNING Young Person's & Parent/Carer agreement:

Please observe the following rules when using Zoom/Google class room:

Safeguarding- please keep yourself and others safe whilst using Zoom/ Google Class room for online learning.

In the event that you have any concerns about inappropriate use online during these sessions, please do not hesitate to contact your child's Personal Tutor with any safeguarding concerns. You can speak directly to the school's designated safeguarding leads, Alex Yates and Jemma Michelson.

- o   Under NO circumstance should you film, screenshot or record the Zoom/Google Class room session of each other, or of teaching staff with the intention to share it with anyone.
    - o   **When learning is taking place on this online platform, a Parent/Carer/teaching professional to be present and observing in the room throughout the session to ensure safeguarding practices are being followed.**
    - o   Zoom/Google Class room is a platform to engage you in learning during this time- if this platform is not used in a responsible way, the consequences could be serious.
    - o   If you have any questions or concerns, please contact your teacher, personal tutor and they can give you further advice.

Be sensible and respectful of others during Zoom/Google class room lessons.
- o   Remember to use appropriate language when online just like you would if you were in a lesson at school.

Keep focused only on the learning during the Zoom/Google class room sessions.
- o   Yes- we understand that this is a different way to be 'in class' together but remember- these sessions are for learning- we ask that you do not use this platform as a place to socialise with your peers.

When the lesson has begun- try to speak one person at a time
- o   There are emoji tools in Zoom /Google class room which identify who in the room would like to make a comment or ask a question.
- o   Raise your hand to the camera OR use the emoji tools of a hand to show that you want to say something.
- o   In Google class room, you can make a shared comment to the group in the comments box.
- o   When you are not speaking, we ask that you mute your microphone.

If you do not want to show your face on the screen you can switch the video option off to select only the audio features
- o   You may not feel like showing your face; this is fine.
- o   It is very easy to turn your camera off and still engage in the lesson.
- o   With the camera off, you can still be heard with your audio and we would like you to make verbal contributions to the session.

Ensure that you are sitting in a place in your home, which has good lighting and (if possible) at a table.
- o   We realise that everyone has a different living situation, but ask that if you can, try and be in a place where you will not be distracted by your surroundings, is quiet and others would not be visible on screen.

Remember to dress appropriately during the Zoom/Google class room session.
- o   We would not expect you to dress in school uniform! However, we ask that you dress appropriately on the screen.
- o   If you are unsure what this may include, please refer to your parent/carer, teacher or personal tutor for specific guidance.

An adult should be present during the Zoom/Google class room teaching session.
- o   When learning is taking place on this online platform, a Parent/Carer/teaching professional to be present and observing in the room throughout the session to ensure safeguarding practices are being followed.

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Your mobile phone or any other tablet device should be switched off during the Zoom /Google class room lesson so there are no interruptions.

- o Just like during a 'normal' lesson in your school, you we ask that you do not access to your mobile during lessons to text, call or use for any other purpose.
- o We ask that you turn you phone off during the session.

Dear Parents/carers/referring professionals,

Please read and discuss this agreement below for using remote access teaching via Zoom/Google Class room with your child. We ask that you then respond via email to consent to engaging in Zoom/ Google classroom lessons with RF teachers and other professionals working with Royal Free school to say:

Parents/Carers:

We have discussed this online safety agreement with (Young person's name here) and they have agreed to follow the rules set out below in line with the Royal Free Hospital Children's school IT and Safeguarding policy.

I (parent/carers name here), consent to my child taking part in the stated activity: Zoom/Google class room online E-learning lessons from teachers and/or other professionals working at the Royal Free Hospital Children's School.

When learning is taking place on this online platform, I agree to be present and observing in the room to ensure safeguarding practises are being followed.

Young person:

I (Young persons' name here) understand that engaging, enjoying the learning activity and being safe means I need to follow the behaviour code and safety rules as expected at the Royal Free Hospital Children's school.

The school email to reply to is the admin account: admin@royalfree.camden.sch.uk

 If you have any further questions or concerns, please contact:

Head@royalfree.camden.sch.uk Designated Safeguarding Lead

jemma.michelson@royalfree.camden.sch.uk Designated Safeguarding Lead

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APPENDIX:4

Pupil: Acceptable Use Policy Agreement

I understand that I must use The *Royal Free Hospital Children's school* systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the *Royal Free Hospital Children's school* systems will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will immediately report any unpleasant or inappropriate material or messages or anything
- that makes me feel uncomfortable when I see it on-line.
- I understand that everyone has equal rights to use technology as a resource
- I understand that the *Royal Free Hospital Children's school* systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the *school* or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will act as I expect others to act toward me: I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I recognise that the *Royal Free Hospital Children's school* has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the *school*:
- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the *school*, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

- ➢ I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

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respectful and trusted relationships, that promotes emotional wellbeing and a sense of school belonging.

➢ I will only use social media sites with permission and at the times that are allowed When using the internet for research or recreation, I recognise that:
➢ I should ensure that I have permission to use the original work of others in my own work
➢ Where work is protected by copyright, I will not try to download copies (including music and videos)
➢ When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me. I understand that I am responsible for my actions, both in and out of school:
➢ I understand that the *Royal Free Hospital Children's school* also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

 If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the *Royal Free Hospital Children's school* systems and devices (both in and out of school)
- I use my own devices in the *school* (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this *school* eg communicating with other members of the school, accessing school email, VLE, website etc.

Young person signature:_____
Date:

Pastoral Tutor signature:_____
Date:

APPENDIX: 5

STAFF: Acceptable Use Policy Agreement

I understand that I must use *Royal Free Hospital Children's school* systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

➢ I understand that the *Royal Free Hospital Children's school* will monitor my use of the school digital technology and communications systems.
➢ I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
➢ I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
➢ I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
➢ I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
➢ I will be professional in my communications and actions when using *Royal Free Hospital Children's school* ICT systems:
➢ I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
➢ I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images.
➢ I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
➢ I will only use social networking sites in school in accordance with the school's policies.
➢ I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
➢ I will not engage in any on-line activity that may compromise my professional responsibilities.
➢ The *Royal Free Hospital Children's school* and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the *school*:
➢ When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using *school* equipment. I will also follow any additional rules set by the *school* about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
➢ I will not use personal email addresses on the school ICT systems.
➢ I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
➢ I will ensure that my data is regularly backed up, in accordance with relevant school policies.
➢ I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause

harm or distress to others. I will not use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

➢ I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

➢ I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.

➢ I will not disable or cause any damage to school equipment, or the equipment belonging to others.

➢ I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School /LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.

➢ I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.

➢ I will immediately report any damage or faults involving equipment or software, however this may have happened. When using the internet in my professional capacity or for school sanctioned personal use: I will ensure that I have permission to use the original work of others in my own work

➢ Where work is protected by copyright, I will not download or distribute copies (including music and videos).

➢ I understand that I am responsible for my actions in and out of the *school*:

➢ I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school

➢ I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name: Signed:
Date:

APPENDIX: 6

Governors: Acceptable Use Policy Agreement

The governors will ensure that:

- Learners are encouraged to enjoy the safe use of digital technology to enrich their learning

- Learners are made aware of risks and processes for safe digital use

- All adults and learners have received the appropriate acceptable use policies and any required training

- The school has appointed an e-Safety Coordinator and a named governor takes responsibility for e-Safety

- An e-Safety Policy has been written by the school and is updated reguarily to reflect the most recent recommendations via KCSIE and DFE.

- The e-Safety Policy and its implementation will be reviewed annually

- The school internet access is designed for educational use and will include appropriate filtering and monitoring

- Copyright law is not breached

- Learners are taught to evaluate digital materials appropriately

- Parents are aware of the acceptable use policy

- Parents will be informed that all technology usage may be subject to monitoring, including URL's and text

- The school will take all reasonable precautions to ensure that users access only appropriate material

- The school will audit use of technology establish if the e-safety

- Policy is adequate and appropriately implemented

- Methods to identify, assess and minimise risks will be reviewed annually

- Complaints of internet misuse will be dealt with by a senior member of staff

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

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respectful and trusted relationships, that promotes emotional wellbeing and a sense of school belonging.

Staff / Volunteer Name: Signed:
Date: