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| Hampstead Parochial CE Primary School**Online and Home Learning Guidance****April 2020** | School logo |

Hampstead Parochial remain committed to safeguarding both children and staff members during this unprecedented time.

Please see the Online and Home Learning Guidance below which serve as a good reminder of some dos and don’ts.

Please also refer to the ‘Annex to our Safeguarding and Child Protection Policy’ in relation to school closures and our Online Safety Policy which can be found on our school website.

 **Teachers and all other staff members**

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| Please **do** | Please **don’t** |
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| * Remember professional boundaries and our Staff Code of Conduct – these have not changed during this period
* Check all websites you direct children to and ensure they are appropriate. This applies to class teachers and to all other staff members contributing to home learning tasks
* Ensure websites don’t contain links to other websites – if they do, check these as well to ensure they are appropriate
* Provide online safety reminders for children and parents when appropriate and at regular intervals
* Remember the website photo permission policy and continue to apply this
* Set a clear time when you will close your email inbox for the day, in order to support your own work-life balance
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| * Correspond with any email addresses which aren’t official parent email addresses
* Assume websites you direct people to have appropriate adverts/pop ups - check these
* Conduct phone calls or live videos with children or parents (with the exception of phone calls made by admin or senior staff when absolutely necessary, for example to ascertain the welfare of the child or family. All staff phone numbers should be hidden if phone calls are made.)
* Produce any teaching videos of yourself to send to children or send any photographs of your home
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**Parents**

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| Please **do** | Please **don’t** |
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| * Respect the professional boundaries staff members continue to uphold
* Supervise your child on all devices which have access to the internet
* Stick to approved school channels of communication (use the school admin email address for queries about home learning and for other queries)
* Allow teachers time to respond to email queries. Remember, they may need to seek advice from a member of the Senior Leadership Team before responding.
* Stay in touch with class teachers, sending back your child’s work on Google Classroom and ensuring your children attend Zoom meetings held by the teacher
* Expect the school to get in touch with families who do not maintain regular contact with class teachers in order to establish the welfare of the child
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| * Ask teachers to teach online, to join live video or phone calls with children or parents or to tutor children individually
* Assume website links teachers send as part of home learning instructions will automatically be safe. Although staff members will have checked sites, adverts/pop ups for your own device may be different and personalised
* Don’t forget to check your parental control settings on all devices at regular intervals
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