



## **With friendship, trust and kindness we fly!**

*(Love your neighbour as yourself, ' Mark 12:30-31)*

### **Keeping Safe When Working Remotely**

Across the Federation there are three platforms that children may be required to access as part of remote learning. Below is a guide of how children will be kept safe when using these platforms.

#### ***Tapestry (EYFS/Key Stage 1)***



Tapestry is our secure online learning journal. These are set up with all our pupils in Early Years so are something you should all be familiar with.

We will keep safe by:

- ✓ Only staff are able to access the children's learning journals.
- ✓ Parents will only have access to their own child's journal and this cannot be seen by other parents.
- ✓ A tapestry account can only be accessed by a password chosen by the parent.
- ✓ Work, including video links, will be checked by teachers before uploading to ensure content is safe.

A copy of Tapestry's Privacy Policy is available to [download here](#).

#### ***Google Classroom (Key Stage 2)***



Google Classroom

Google Classroom is a virtual classroom. It allows staff and pupils to create, share and work together on a range of resources.

We will keep safe by:

- ✓ Pupils can only access the classroom using their school email and password.
- ✓ Teachers will manage the classroom to ensure only members of their class can access.
- ✓ Work, including video links, will be checked by teachers before uploading to ensure content is safe.
- ✓ In each classroom there is a stream that children can comment on. They can ask questions of their fellow pupils and teachers, but they are unable to create new posts. For instance, they can comment on an assignment that has been posted to them if they need help or guidance. This way pupils can use Google Classroom as a safe place for them to communicate with their peers. It will reduce the need for them to use more open social media sites and a teacher is able to monitor all communication through school.

- ✓ Names of children making comments are displayed, with no option to delete comments. This reduces the risk of cyber bullying as comments can be monitored by teachers and staff to know what is being said and by who.

### ***Google Meet (across all age ranges)***



Google Meet is Google's video conferencing tool. It allows a teacher to set up an online meeting with pupils and help us to ensure we can regularly 'touch base' just like we would when children are in school. The frequency of these meetings will be dependent on the specific plans for each school. As a 'live' system there are extra safety measures.

We will keep safe by:

- ✓ Pupils and staff only ever using our school emails.
- ✓ Only ever meeting in groups (no 1:1 live meetings)
- ✓ Always more than one staff member present at a live meeting.
- ✓ Any safeguarding concerns will be raised with a Designated Safeguarding Lead in the usual manner.
- ✓ Staff will ensure they do not 'Allow' entry to anyone not known to the class.
- ✓ Live meetings will ALWAYS be recorded so if any issues were to arise, the videos can be reviewed.
- ✓ Staff and children should wear suitable clothing, as should anyone else in the household – no pyjamas!
- ✓ Any devices should be used on appropriate areas, for example, not in a bedroom and should take account of surroundings.
- ✓ Language must be professional and appropriate including any family members in the background.

For further information about privacy and security for Google please follow this link:  
[https://edu.google.com/intl/en\\_uk/why-google/privacy-security/](https://edu.google.com/intl/en_uk/why-google/privacy-security/)