



Ελληνικό Σχολείο Ουαλίας

Greek School of Wales

## E-Safety Guidelines for Teachers

### Considerations for Families

This is an exceptional time which is placing families under extreme pressure. It is important not to add to the stress. Therefore, activities should be:

- achievable within the home setting
- able to be completed by the young person without excessive support from the parent
- enjoyable for parents if they are to be involved in assignments
- accessible to all your pupils

### Holding Live Online Group Classes

The teacher will need to:

- keep the sessions a reasonable length of time so that the rest of the family can get on with their day
- switch off directly the webinar when is finished
- wear appropriate clothing and tell the children they must too, as must any other adult who might inadvertently appear on screen at either home
- be aware of the setting i.e. a teacher should not be speaking from the teacher's own bedroom. Think about what is on the wall behind you or in the room generally.
- make sure all language is appropriate and professional, including that used by parents (a tactful reminder may need to be given in the initial dialogue with parents)
- remember teachers are modelling safe procedures
- remember that some children will find the new way of working a challenge. Teachers should think about how they will support children with special educational needs. They should encourage parents to be patient and be ready to give them strategies for helping and praising their children
- use video conferencing software that enables the teacher to have secure meetings, where participants can only join if they are invited and where the teacher has to accept each participant in the 'room'

- continue taking a register for online classes
- if you are signposting to websites make sure you have checked them out and are sure they are appropriate. Children should not be researching randomly online as this may lead them to dangerous sites. Any sites recommended should be researched for relevance and suitability.
- prefer to communicate using the Google platforms rather than personal email, phone or mobile devices.
- in the event of any safeguarding concerns, a Google Meet session must be ended immediately, and the concern raised immediately with the Designated Safeguarding lead-the Headteacher.

## **Social Media**

Social Media channels should not be used i.e. Facebook and Instagram, unless they are the school's account. The pupils and their families should not have access to details of the teacher's private life and teachers should be mindful of what they post on social media sites. They should not advertise their supplementary teaching job on their own social media pages.

Children should not be exchanging personal details including social media links with each other unless it is with parental agreement at some other time.

If you do use an official Facebook account be vigilant when posting images of activities to ensure information is not collected and misused later:

That means ensuring that children are:

- not named
- are appropriately dressed
- are not in their bedrooms
- are not sharing personal information

**Source: NRCSE, Department of Education**

**Approve for the Greek School of Wales**