







At Christ Church we recognise that having clear guidance for both staff and parents would be helpful during this period of school closures and home learning. We remain committed to the safeguarding of both children and staff members, including online. Below are some helpful Dos and Don'ts which serve as a good reminder and should be respected and followed at all times. 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

Please do 	Please don't 
<ul style="list-style-type: none"> 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 and google classroom for the day, in order to support your own work-life balance Lead any live zoom sessions from school only 	<ul style="list-style-type: none"> 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 Assume all families have easy access to the internet and electronic devices, including printers - provide a range of learning activities Conduct phone calls or live videos with children or parents, with the exception of <ul style="list-style-type: none"> phone calls made by admin or teaching staff when necessary, for example to ascertain the welfare of the child or family. All staff phone numbers should be hidden. school-arranged class or school zoom sessions Put your camera on if you are joining a zoom session from home - this is to safeguard your privacy

Parents

Please do 	Please don't 
<ul style="list-style-type: none"> 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 class email addresses for queries about home learning and admin email address for other queries) Send emails to teachers from your email address so that anything the teacher has received has been monitored by you 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 and asking if you have any queries about the home learning. Expect the school to get in touch with families who do not maintain regular contact with class teachers (by email in the first instance) in order to establish the welfare of the child 	<ul style="list-style-type: none"> Expect teachers to respond to email addresses which are not identified as parental email addresses or to respond to emails outside the school working day Ask teachers to teach online, to join live video (outside the arranged school sessions), to make 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 Expect to see staff members' cameras on if they are joining live sessions from home Don't forget to check your parental control settings on all devices at regular intervals