



TOP 10 TIPS FOR DIGISAFE TEACHING IN PRIMARY

1 Always follow the protocols within the ICT Acceptable Use policy and the Social Media policy.

2 Always use the devices supplied by your school. Ensure that you are logged into your MS 365 account so that e-safe security can run.

3 You must only have contact with children in school approved platforms. You must not make contact with children via personal social media and You Tube accounts.

4 Make sure your training on keeping children safe on the internet is up to date. Children could alert you to an issue and you need to be able to recognise it and then report it via SafeGuard.

5 Think about activities with parents and children that can remind them about online safety e.g. talking about what they will and won't share and talking about good manners and kindness if they are interacting with their teachers or with other children.

6 If you want to deliver a 'live' experience using video then do so from a safe and appropriate place (not a bedroom) and ensure that there is a clear background. Wear suitable clothing and ensure the camera angle is straight ahead, stable and focused on your head and shoulders. Ensure that you will not be interrupted inappropriately by other family members.

7 For pre-recorded video follow the same guidelines and make sure that if you share them on YouTube or Facebook, this must be through an approved school site and not via a personal account or channel.

8 If you are recording the session, make this explicit to the participants and ensure that incoming videos are turned off. Do not capture images of children.

9 Follow the guidance of your senior leaders on how to ensure that any interaction between children is moderated and approved by yourself and that you know how to report concerns with behaviour.

10 If video calling, children must be on the call in groups, with no 1-to-1 calls and at least 2 staff members must be on each call. Please wear your Trust lanyard.