



KEEPING YOUR LEARNERS SAFE ONLINE

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Introduction

If you are now using online channels to work with your learners, it's even more important than before to check that you and your class and their parents/caregivers (for younger learners) are aware of online risks. Make sure you have shared with them the safeguarding processes your school has in place for reporting when they have concerns. It's also worth noting that some learners with SEND will need more frequent reminders about e-safety, so making it a regular topic in your lessons is worthwhile.

Getting started

- Work in a communal space. Use blurred backgrounds or take out of the camera view personal belongings you don't want to share with learners.
- Always use work-issued devices, email and logins, and keep your personal accounts separate – including on social media.
- In your instructions, inform parents/caregivers and learners to only use their first name and first initial of the last name when logging in. This protects their personal details and reduces identification of individuals.
- At the start of the lesson, explain the possible issues with online safety and remind learners how they can report if they have any concerns.
- Make sure the learners are joining the calls from a living space and not a bedroom.
- Tell learners to leave the door open while attending your lesson, and ask before the class starts if an adult is in the house.
- Learners are only able to enter virtual classes through a waiting room. Only allow learners in who are on your class register.
- Lock the virtual classroom once everyone has entered – make sure you know how to do this on the platform you are using.
- If an unknown individual manages to enter the virtual classroom, evict them immediately and report this to your designated safeguarding lead.
- Disable private learner-to-learner chat to reduce the risk of cyberbullying.
- If you need to leave the classroom for personal reasons, put all learners on 'hold' before doing so.
- Do not record sessions. If your school wants you to record a session, make sure parents are aware when this will happen and how long recordings are kept and who can access them.
- Ensure that you 'end' the class and all learners have left the lesson.

E-safety lesson ideas

- **Online lesson agreement**

Work with the learners to write a classroom charter or set of rules. This is an excellent way for learners and teachers to collaborate and agree on expected behaviours, interactions, dress codes and consequences. You can draw attention to this in the introduction to each session.

- **What to do if we're unhappy**

Ask learners what sorts of things may make them unhappy and when they may need to tell a teacher or adult. For example, 'if someone contacts you out of the class', 'if someone posts a photo of you online' or 'if someone says something nasty to you'.

Show learners how they can report a concern on your online learning system or via teacher chat.

- **Expect respect**

Share a story about someone who has had hurtful things written online. Stop and ask your learners how they think the story will end. Share the ending and discuss. *What should you do if you see hurtful online posts about someone in your class?*

Demonstrate that you respect your learners and remind them to respect each other, as in the normal classroom. If you detect bullying, report it through established channels.

- **Cyber quizmasters**

Ask learners to write a quiz on e-safety for them to ask their family members. For example:

To ensure my password is secure it should:

- use three random words.*
- not include personal information such as a child or pet name.*
- be a different password for every service.*

Useful links

- Resources for lessons and activities at home on e-safety: <https://www.childnet.com>
- LearnEnglish Teens e-safety resources: <https://www.saferinternetday.org/web/british-council>
- A lesson plan on staying safe with social media: <https://tinyurl.com/yc4kk38g>
- Resources for teachers related to Safer Internet Day: <https://tinyurl.com/y8adexmq>