# LDBS Academies Trust

*Excellence and Equity for All Children in a Christian Context*

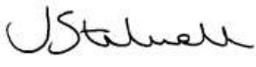## Data Protection Policy – Acceptable Terms for Virtual Teleconferencing

**INSPIRING BELIEF
in God and one another**

## St RICHARD'S SCHOOL

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| **DATE APPROVED BY THE LAT** | May 2021 |
| **DATE APPROVED BY THE LAC** | July 2021 |
| **REVIEW DATE** | May 2023 |
| **Signed Headteacher** | JStalwell |
| **Signed Chair of LAC** | Anne wise |

## Vision Statement

Our schools aspire to provide 'excellence and equity in a Christian context', where every child is valued as a unique individual treasured by a loving God. 'I have inscribed you on the palms of my hands.' Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full. 'I have come that they may have life and may have it in all its fullness'. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school, we demonstrate how we support this vision through our values, which are Friendship, Endurance, Trust and Hope and summarised in the school's own vision statement: Inspiring belief in God and in one another.

The vision of St Richard's CE Primary School is for a thriving and outstanding school where children and adults, working with the local community, have the opportunity to become the best they can be.

Inspiring belief…
- in ourselves      – through progression and fulfilment
- in each other      – through motivation and teamwork
- in the children     – through showing them their potential
- in the parents     – through building trust by results
- in God to all      – through our whole lives

- We believe in looking out for everyone
    We put safety first and we do all we can to ensure that all needs are met.
- We believe in working together
    We act like a family who support and motivate one another.
- We believe in aiming for the best
    We do all we can to ensure the highest quality in every area – our children deserve nothing less.
- We believe in looking to the future
    We are positive and seek opportunities to grow and improve, overcoming obstacles to achieve our goals.

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

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## 1. Aims and links with other policies

1.1.    The Trust aims to:

- Have robust processes in place to ensure the online safety of all pupils, staff, volunteers, governors, officers and directors.
- Deliver an effective approach to online safety, which teaches and educates all users to protect themselves and make the most effective use of technology across the school.
- Establish clear mechanisms to identify, intervene and escalate any incidents that may be idenified.


1.2.    This policy should be read in conjunction with:

- Keeping Children Safe in Education Policy;
- Behaviour Policy;
- Disciplinary Procedure;
- Data Protection Policy and Privacy Notices;
- Complaints Procedure;
- ICT User Agreement.


## 2. Compliance with legislation and guidance

2.1.    This policy is based on the following statutory guidance released by the DfE:

- Keeping Children Safe in Education, September 2019
- Teaching Online Safety in Schools
- Preventing and Tackling Bullying and Cyber-Bullying: Advice for Headteachers and School Staff
- Relationships and Sex Education
- Searching, Screening and Confiscation
- Protecting Children from Radicalisation


2.2.    Additionally, this procedure meets the standards set within:

- The Data Protection Act
- The Education Act
- The Education and Inspections Act
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations
- The Equality Act

## 3. Definitions

For the purposes of this procedure:

| Term | Definition |
| --- | --- |
| **'Board'** | Refers to the Board of Directors of the Trust. |
| **'CEO'** | Refers to the Chief Executive Officer of the Trust. |
| **'DfE'** | Refers to the Department for Education. |
| **'DPL'** | Refers to data protection law, including the EU's General Data Protection Regulation, the Data Protection Act (as revised from time to time), case law, regulations, and statutory guidance. |
| **'DPO'** | Refers to the Data Protection Officer. |
| **'DSL'** | Refers to the Designated Safeguarding Leader at the school, whose details are contained within the Keeping Children Safe in Education Policy. |
| **'ESFA'** | Refers to the Education & Skills Funding Agency. |
| **'ICT'** | Refers to information and communication technology. |
| **'ICT Manager'** | Refers to the ICT Manager, who could be a company under contract by the Trust to provide and / or maintain the ICT services. |
| **'LAC'** | Refers to the Local Academy Committees of the Trust. |

**'Trust'**        Refers collectively to the LDBS Academies Trust and the LDBS Academies Trust 2.

## 4.    Monitoring, evaluation and review of this procedure

4.1.    This procedure will be reviewed biennially, or when the DfE, the ESFA or the Government release new guidance or regulations.

## 5.    Roles and responsibilities

5.1.    The Trust has delegated the overall responsibility for monitoring the implementation of this policy and for holding the (Executive) Headteacher to account over its implementation to the LAC.

5.2.    The (Executive) Headteacher should ensure that all governors and employees working at the school have read and understood this policy and have agreed to use the Trust's ICT systems in accordance with it.

## 6.    Staff and volunteers

6.1.    All staff, including contractors, agency staff, and volunteers are responsible for consistently complying with this policy.

6.2.    If a staff member becomes aware of any safeguarding issues, these must be reported to the DSL immediately to ensure that they are logged and dealt with appropriately.

6.3.    Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use.

6.4.    Staff must ensure that their work device is secure and compliant with the Trust's data protection policies and the DPL.

6.5.    All concerns should be raised with the line manager and, where appropriate, with the Trust's ICT Manager.

## 7. Requirements for setting up a virtual meeting

- Password protect your meetings and send the password to the attendees in a separate communication which is not obviously marked. Do not add it to the Calendar event.
- Use a new meeting room each time (do not use the personal meeting ID).
- Don't allow attendees to join before host.
- Mute attendees on joining.
- Set up a 'waiting room'.

- Consider if screen share is required for the meeting, if not then disable the functionality.
- Consider if the private chat function is needed and disable the function if it is not.
- Where possible have one indivdual hosting the meeting who can monitor the attendees and activity and someone else chairing and running the agenda.
- The host should ensure that only those invited are allowed to enter the meeting room.
- Where possible lock your meeting room, once all attendees have joined and the meeting has started.
- Don't publicise your meeting's link on social media.
- Don't share the screenshot of everyone, especially when it shows the meeting ID.


## 8. Requirements when attending a virtual meeting.

- Clothing: Dress how you would for an in-person meeting, and make sure to follow the school's dress code.
- Background: Be aware of what you have on display behind you, is it anything that you would want people to see. You can set up a virtual background, to obscure everything.
- Location: Consider where the web conference is being held and if this an appropriate location. i.e. your bedroom.
- Content: The topics discussed should follow the normal lesson and school interactions.
- Recording: Virtual offers the recording of the interactions; this can be used for safeguarding purposes as evidence of what occurred. All participants must be advised in advance if the session is being recorded.
- The recordings must then be safely and securely retained in accordance with the LAT's data retention Schedule.
- Eating and drinking:  Similar to content and clothing, this should follow normal school procedures.
- Screen Sharing: Take a few seconds to prepare before you hit that share button. Clear your desktop of any extra tabs or programs you may have open and make sure any private or confidential information is hidden
- Audio:  Mute your side of the call if you're not speaking. Your microphone can pick up a lot of background noise, so muting allows others on the call to easily hear who is speaking.
- Speaker / Headphones: Where possible please use headphones, this prevents anyone physically present being able to hear other meeting participants.