

E-mail - Safeguarding on Microsoft Teams

Dear Parents,

I hope this finds you all safe and well. We feel very fortunate with the facility provided by Microsoft Teams to allow us to communicate with the children and provide support for home learning suggestions during this extended period of lockdown. We see Microsoft Teams as enabling us to create a virtual school setting and we are constantly learning how best to use it to meet the needs of our children. As with all new learning resources, there will be teething problems.

We have been made aware that some children have been setting up chat in their WeLearn365 Teams between groups of pupils. Although it is lovely and understandable that the children are keen to make connections with one another during this difficult period, we have a duty of care to ensure that all safeguarding guidelines are being followed. We are unable to monitor any chats that are set up independently by the children and there is no facility on Microsoft Team for teachers to control the chat function as we are not part of the conversation. We are very happy for chat to take place and be added to the posts on a class' General page or on our weekly catch-up thread – teachers will continue to monitor these posts.

To this end we must ask you to ensure that children are not setting up chats independent of the ones set up by the class teacher. Children should not be accessing WeLearn Teams without supervision from an adult and we would ask that as parents you make regular checks on your child's online activities. As a reminder, we are attaching with the e-mail the on-line safety guidance that was issued to you when we first introduced you to Microsoft Teams; please do take the time to read through this advice and discuss it with your child.

As we feel this is an important message to you all, we are asking for a read-receipt so that we can ensure that you have received this safeguarding information.

Thank you for your support; if you have any questions, please get in touch.

Yours sincerely,

Sarah Hendry
Headteacher

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