# ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

## Seesaw Policy

Policy Reviewed: September 2025

# Seesaw Policy

Seesaw is a piece of software where children, teachers, parents and carers can share work and communicate in a safe, secure and private social network environment. Seesaw provides a safe digital environment for children to document their learning creatively by periodically adding entries to it like photos, videos, drawings and notes to show what they're doing in class.

### For Staff:

This policy is used in conjunction with the A.R.H. Consent Form, Privacy Notice, Acceptable Use Policy and Data Protection Policy. Children must have consent for *"my child's image to be used in Learning Journeys/books belonging to other children"* and for *"access to the Internet on the terms set out for the duration that my child attends A.R.H. Primary School"* before using Seesaw. This may also be through explicit consent under 'Seesaw' on the 2023 consent forms.

### *Expectations of use:*

- All teaching staff need an account with Seesaw and it should be linked with the school. New teaching staff can create an account by contacting the administrators: Mr W Holder and Miss L Ellis
- Since 2023, all children will be registered on the Seesaw for Schools subscription. Their classes will include their class animal and year. Children will be added and removed by Mr W Holder and Miss L Ellis and not by class teachers.
- Seesaw will be used to record practical activities that cannot be recorded in books easily. This includes (but is not limited to): P.E. activities, drama, reading aloud, Oracy, Art activities, practical Mathematics resources, using atlases, Computing etc.
- Seesaw will be used to record work that does not need to go in books and should replace worksheets where possible. Examples of this include (but are not limited to): planning for writing, reading questions, science experiment recording, visualisation, design planning, mind mapping, timelines, map work etc.
- Seesaw can also be used to showcase work in books, record videos and presentations for parents and carers to see at home.
- Seesaw will also be used as an avenue for children to complete homework, half-termly homework projects and to gain Reading XP as per our current Reading scheme. Reading XP will be added by the teacher on Class Dojo.
- Seesaw, where possible, will be planned into routeways and onto flipcharts to support teaching and learning.
- Staff can create their own Seesaw activities with examples, multimedia and templates to support the learning in class. Alternatively, they can allow the children to use the creative tools available (paint, typing, notes, video, recording etc) to share their work.
- Pre-made Seesaw activities can be used with the condition that all resources are edited and checked by teachers to ensure they are appropriate to the UK National Curriculum as well as the ethos at A.R.H.
- Staff will send announcements or messages to families for upcoming events where possible. This can be used for reminders for class assemblies, trips, residential trips, clubs etc.

- Staff will respond to private messages from parents and carers once a week, preferably during PPA time. They are only required to respond during the school's working hours and must remain professional at all times. The message service should be used for simple communications, such as queries regarding homework or dates of events. If a parent or carer wishes to request detailed information about a child or has a concern, they should use the messaging feature to arrange a meeting or a phone call instead of sending a typed message as these can sometimes be misinterpreted. If staff receive messages that are inappropriate, they should refer to **Appendix 1: Procedures for dealing with the misuse of Seesaw**

The Seesaw terms of service can be found here.
The Seesaw privacy policy can be found here.

**Seesaw settings for classes must be adjusted as follows:**

| Setting | Option |
|---|---|
| Class name | Your class animal and the year (E.g. Geckos 2024). |
| Grade level | Your year group (E.g. Grade 3 = Year 3). |
| Manage teachers | Speak to Mr W Holder about adding teachers to classes. |
| Class theme and class icon | Teachers' choice |
| Student sign in mode | Class code—Shared devices |
| Manage students | Student's first names |
| Home learning student codes | Download codes at the start of each academic year to be sent out to students. Codes are now valid for a year. |
| Student likes and comments | Enable everything. |
| Students can see each other's work | Disable unless needed for a judgement lesson. |
| New items require approval | Enable |
| Enable item editing | Teachers' choice |
| Enable sample student | Teachers' choice. It can be useful to see how students see the work that has been set. |
| Enable family access | Enable |
| Enable blog | Disable |
| Manage folders | Add folders for:<br>Writing; Reading; Reading Journal; Spelling; Maths; Science; Art; D.T.; Computing; French; R.E.; P.H.S.E.; P.E.; Geography; History; Music; PP; SEND; British Values; Diverse Curriculum. |
| Show add folder to step | Teachers' choice |
| Skills | Ignore all |
| Save to camera roll | Disable |

| | |
|---|---|
| Video quality | Higher quality, slower upload |

### *Professional conduct in responding to children, parents and carers:*

When using Seesaw, staff must abide by the professional expectations outlined within the Staff Code of Conduct. Seesaw allows for communication between parents, carers, children and teachers and therefore staff must have a **professional** presence at all times.

Comments and likes on children's work as part of the feedback policy must be positive and constructive. Staff are allowed to use emojis (available on tablet / iPad keyboards) to give children encouragement. When writing responses to children, parents or carers, staff must ensure that they use correct grammar and spellings.

All staff should be reminded of the Acceptable Use Policy (AUP) and the importance of maintaining professional boundaries online and when using Seesaw. Failure to follow this guidance and the AUP could lead to disciplinary action, so it is crucial that all staff understand how to protect themselves online. Please speak to your line manager, a Designated Safeguarding Lead, Mr W Holder or Miss L Ellis if you have any queries or concerns regarding this.

## For Parents and Carers:

### *What to expect from Seesaw:*

- A record of their child's practical learning at A.R.H. including photos, videos and activities.
- Some comments and likes on children's posts regarding their work. These comments will be focused on the homework that children complete rather than work in school where feedback is given verbally.
- The school will host support parents and carers with Seesaw as required and where appropriate.
- When there are new Seesaw posts, families can be notified via app notification, email or SMS. Parents and carers are only notified about their own child's work.
- Parents and carers will receive class and school announcements via Seesaw. As always, the main information will be sent out via email from the office and on the weekly Friday news email so parents and carers will not receive reminders from teachers for every event. Therefore, parents and carers are expected to always check their emails for up-to-date information about school trips, clubs etc.
- Teachers will check their Seesaw inbox once per week to respond to messages. Teachers will only respond during the working hours of the school. Examples of messages parents and carers may wish to send to teachers include: information about upcoming homework, clarification of times or dates of events, arranging appointments or questions about home learning. Messages should not include complaints or urgent information requests. If the message is urgent, parents and carers should contact the school office. If the message is regarding a complaint, parents and carers should organise a meeting with their child's class teacher in the first instance or follow the guidelines set out in the Complaints Policy.

### *What the school expects from parents and carers when using Seesaw:*

- ***Parents and carers must keep all photos, videos and work on Seesaw private. They must not share online, on social media or screenshot as work may include other children when other children have been tagged due to group or whole class work.***
- Profile pictures of parents, carers and children should be appropriate and child-friendly.
- Encouraging and working with their children to use Seesaw for their home learning including homework.
- Informing the school if support is required regarding Seesaw to help their child with home learning.
- Using the after school club provision (if available) for Seesaw home learning if devices are not available at home.
- Responding to teachers and staff appropriately on Seesaw through comments and messages.
- Not using Seesaw for urgent or sensitive messages. Instead, the messaging service can be used to arrange an appointment with the class teacher. If the matter is urgent, they should contact the school office.

### *How to access Seesaw from home:*

- For Seesaw for home learning: download the Seesaw app and sign in using the code or QR code provided by the class teacher. If you do not have this code, get in touch with the class teacher who will provide you with one.
- For family access: download the Seesaw App or go to: app.seesaw.me and sign in using the information sent via email from the school. More information can be found here: https://web.seesaw.me/parents

### Policy Links

This policy is to be read in conjunction with the following other policies and documents:

- Acceptable Use Policy
- Complaints Policy
- Curriculum Policy
- Data Protection Policy
- Homework Policy
- Parents and Carers Code of Conduct
- Privacy Notice
- Remote Learning Policy
- Staff Code of Conduct

## APPENDIX 1: Procedures for dealing with the misuse of Seesaw

**1. Introduction**

1.1. Seesaw will be used to showcase children's work. With family access, Seesaw is also used to share work and achievements with families as well as offering a 'chat' service where parents and carers can ask non-urgent questions or arrange appointments. As always, Alderman Richard Hallam Primary School would recommend that parents and carers arrange an appointment to speak in person with class teachers if there are any concerns. Parents and carers must be aware that teachers will not respond to messages sent outside of the school's working hours and that replies may take up to 7 days. Therefore, if the message is urgent, parents and carers should ring the school office.

**2. Complaints**

2.1. Seesaw is not the forum in which parents and carers or staff should be raising issues about the school.

2.2. Alderman Richard Hallam Primary School encourages parents and carers and other members of the school community to speak to school staff directly and all staff will accommodate parents and carers as best they can to meet with them. Appointments may be arranged on Seesaw but all concerns should be discussed in person and, if this is not possible, on the phone.

2.3. Should parents or carers have concerns or complaints regarding school staff, school procedures or process, they should follow the school's Complaints Policy (available on the school website) or contact Mr S. Beardsmore, the school's Complaints Co-ordinator.

2.4. Often, it is appropriate for initial concerns to be raised with the class teacher, as concerns can usually be dealt with quickly and misunderstandings cleared up. Should this not be possible or appropriate, then parents and carers should speak with the Year Group Leader or Phase Leader.

**3. Responding to inappropriate comments or messages by parents or carers**

3.1. If an inappropriate comment, image or video is posted on Seesaw or in the Seesaw chat about the school or its staff, the school's response will depend upon varying factors, such as the nature of the material posted, the type of site etc.

3.2. In most cases, the school will first look to discuss the matter with the parent or carer / child and ask them to remove the material in question or remove the material ourselves.

3.3. Following discussion with the parent or carer, should inappropriate posts or comments continue, then the school will write to the parent or carer reiterating the school's expectations with regards to parental conduct and the expected actions required e.g. removal of the post or ceasing further inappropriate messages.

3.4. If steps 3.2 - 3.3 have not resolved the issue, the school will follow the procedures outlined in the Parents and Carers Code of Conduct, which could result in a ban from Seesaw for parent or carer and / or child by the Headteacher, subject to a review. Please refer to the Code of Conduct for more details.

3.5. Where the material posted raises any safeguarding concerns, the school will follow the normal safeguarding process.

3.6. At present, there is no single piece of legislation in the UK that is specifically designed to deal with inappropriate postings on social networking sites. However, there are several crimes that could be committed by inappropriate use of social media. In such circumstances, the school would consider reporting the matter to the Police. In addition, repeated incidents of behaviour amounting to harassment, or causing a person to fear that violence will be used against them, can amount to a criminal offence and would be reported to the Police.

3.7. In some cases, even if a crime has not been committed, the school may apply to court for a civil injunction against the person causing the harassment.

*NB. Section three is not an exhaustive list of actions available to the school and other legal avenues may be deemed appropriate. Each instance will be dealt with on a case-by-case basis.*