GUIDANCE AND INFORMATION

Safeguarding Guidance on Virtual Learning and Video Conferences

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A. PURPOSE

The purpose of this guidance is to safeguard all students and staff whilst they are taking part in online learning via video conferences, learning platforms and online classrooms.

- This document contains the responsibilities of all persons taking part in on-line learning tools, including teachers, students and parents/carers.
- This guidance should be read alongside the ISP and/or School´s Safeguarding Policy.

B. SCOPE

The application note covers all ISP schools

C. ROLES AND RESPONSIBILITIES

The Senior Leadership

The Senior Leadership of the school should ensure that:

- These guidance notes are circulated to all teaching staff, parents and students.
- Teachers are clear that any communication with students must only be via secure video conferencing links, learning platforms, school emails or via parent´s email accounts.
- That where possible the learning sessions are recorded and monitored by SLT and that teachers, students and parents are clear on the reporting system in place if there should be any concerns about the content or behaviour of any participates during a learning session.

The Teacher

Teachers should ensure that:

- Their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent when conducting a session.
- Their dress is in line with the normal dress code of the school.
- Their behaviour and conduct is in line with the school´s normal procedures e.g. the use of appropriate language.

- Any contact with the student is appropriate to their role as a teacher and confined to the relevant lesson session.
- They report any dispute with a student or parent to their line manager.

- Any safeguarding issues, inappropriate behaviour or illegal activity identified within a lesson session by the student or third party, must be reported to the school´s DSL in accordance with the Safeguarding policy.

- If no parent/responsible adult is present during a lesson session the child should not be involved in the session and this should be reported to your line manager and follow up should be made with the parent.
- Be aware that where possible the sessions are recorded and monitored by the schools Senior Leadership Team.

The Student

- Students must not log onto a virtual learning session unless a parent or responsible adult is present.

- The student is expected during the session to adhere to the schools normal expectation on behavior and appropriate language.

- Students should ensure they are dressed appropriately for video online sessions e.g. not in pajamas. Wearing normal school uniform would be desirable.
- Students should not contact the teacher outside the lesson session unless it is via the school secure learning platform /email system or via their parents, who will use their email address.
- Students should report any dispute or inappropriate behavior with a teacher to a parent/responsible adult this should then be reported to the schools Senior Leadership team.

- Be aware that where possible the sessions are recorded and monitored by the schools Senior Leadership Team.

Parent/Carer

The parent / responsible adult should:

- Always be present and responsible for the welfare of their child during the session.
- Always be responsible for the physical environment of the student during the session ensuring it is safe and appropriate. Students should join virtual sessions from a common space in their house where parents and responsible adults can easily supervise sessions i.e. they should not be located in their bedroom.
- Ensure that students are dressed appropriately for video online sessions e.g. not in pajamas. Wearing normal school uniform would be desirable.
- Ensure any concerns encountered by the student is reported as soon as possible to the Senior Leadership of the school.
- Ensure the student is behaving in an appropriate manner in line with normal school expectations.
- Ensure communication between the student and teacher is only made via the school learning platform or email system or where this is not in place via the parents email address.
- Be aware that where possible the sessions are recorded and are monitored by the schools Senior Leadership Team