

Remote Learning: Safeguarding Guidance

Key Guidance/Policy

- [Safeguarding and remote education during coronavirus COVID-19 \(DfE 2020\)](#)
- [Keeping Children Safe in Education \(DfE 2020\)](#)
- [Safe remote learning hub \(UK Safer Internet Centre 2020\)](#)
- [London Grid for Learning \(LGfL 2020\)](#)
- [Safer Working Practice \(Safer Recruitment Consortium 2019\)](#) + [Addendum April 2020](#)
- [Teaching online safety in schools \(DfE 2019\)](#)
- All staff should familiarise themselves with the above guidance and fully adhere to the below key academy policies:
 - Staff Code of Conduct
 - Child Protection & Safeguarding Policy
 - Behaviour, Anti-Bullying & Exclusions Policy
 - Online Safety Policy
 - Equality & Diversity Policy (i.e. can the pupil access remote learning?)
 - ICT Acceptable Use Agreement

Remote Learning Rationale

It is recognised that under the COVID-19 outbreak there will be pupils who cannot attend their academy and therefore appropriate educational provision must be provided to support academic progress, pastoral progress and to support the safeguarding of all pupils.

The academy safeguarding procedures apply at all times during remote learning and any concerns should be shared via CPOMS and/or with the academy safeguarding team.

1: Content added online

- Staff should ensure that all content added/stored online, including messages/images/videos, are in line with GDPR, safer working practice and staff code of conduct
- No content should be added online if it places a child at risk of harm
- Any content shared must not bring the academy into disrepute and behaviour/appearance/environment of staff must be appropriate for sharing with children
- Parents/carers will be made aware of what is shared with their child online including what they are expected to complete and any websites they need to visit in order to achieve this
- Online content must be regularly reviewed by staff, line managers and the Headteacher

2: Interactive online communication

- Parent/carer consent will be gained prior to any child participating in interactive online communication with the academy
- Parents/carers will be made aware of live sessions their child is expected to participate in, the timings of these sessions, the content of these sessions and which members of staff this will involve
- Staff must not use personal devices or personal online accounts to communicate with parents/carers or pupils
- Staff must only communicate with pupils and parents/carers using official academy systems or online platforms authorised by the Headteacher – Links must not be viewable by the public
- No one to one live communication between staff and pupils can take place online – If a session has been planned with a group and only one pupil is in attendance then the parent/carer should be informed and an agreement made about the session
- All live sessions must be authorised prior to the session by the Headteacher
- Restrictions will be in place to ensure that pupils cannot create unsupervised groups using official academy systems
- Pupils will always have their cameras switched off during live sessions and no sessions will be recorded - This message will be reiterated at the start of each session by staff
- To mitigate against the risk of any concerns within the classroom being highlighted or pupils being displayed where the academy does not have consent to share images, the device used to complete the live session should have the camera switched off outside of the initial introduction or any modelling on a physical flipchart (unless no physical classroom pupils are present where the camera can be on for) – Alternatively the screen can be shared with the required resource for the session displayed or any interactive whiteboard can be utilised for modelling – Therefore the camera should not be facing towards pupils at any time during a live session
- When sharing, staff should ensure that no other content on their screen is displayed outside of the lesson resources (i.e. closing email tabs etc)
- Staff should ensure that all communication with pupils online is in line with GDPR, safer working practice and staff code of conduct
- Any communication must not bring the academy into disrepute and behaviour/appearance/environment must be appropriate for communicating (staff and children)
- ‘Classroom standard’ of behaviour is always expected from all participants (including pupils and staff) and ground rules will be set out to ensure a safe space, which will include a reminder of the acceptable use agreement – This message will be reiterated at the start of each session by staff
- The ‘Lobby’ feature must be applied to all live sessions to ensure staff have control over access
- No content should be communicated online if it places a child at risk of harm
- Any pupil absences for planned live sessions must be followed up within the standard academy absence procedures

- In the event of a disclosure being raised by a pupil during a live session (whether from a pupil online or in the physical classroom) then the member of staff should take all measures to ensure confidentiality where possible without impacting upon the nature of the disclosure

3: Accountability and transparency

- There will be a log of remote learning accessible to staff, their line managers and the Headteacher
- Staff will record in the log the details of all sessions, including timings, who participated and any issues that arose – Any issues will be reported in line with academy procedures
- There will be regular review meetings between staff and their line manager, as well as line manager drop-in sessions to ensure that this guidance is being followed appropriately – This will be recorded in the log
- Pupil voice and parental voice will also be obtained regularly to ensure the remote learning provision is appropriate and supporting the needs of the child (including additional considerations for SEND/those with a social worker) – This will include reinforcing how to raise a concern
- Any concerns/allegations must be reported in line with academy whistleblowing procedures

4: Acceptable Use Agreement

- Each academy must ensure that the acceptable use agreement is updated in line with this guidance for pupils and parents/carers and that they have signed to confirm they will adhere to the terms
- All staff involved in remote learning must be provided with this guidance and a session completed to ensure all of the terms are clarified

Remote Learning: Acceptable Use Agreement

Signed (Parent/Carer):

Date:

Signed (Pupil): [KS2-5 only]

Date:

- No content should be added/communicated online if it places a child at risk of harm
- Pupils will always have their cameras switched off during live sessions and no sessions will be recorded by a pupil (the member of staff will inform you if the camera can be switched on)
- Any communication must not bring the academy into disrepute and behaviour/appearance/environment must be appropriate for communicating
- 'Classroom standard' of behaviour is always expected from all participants and ground rules will be set out to ensure a safe space
- Any pupil absences for planned live sessions must be followed up between parent/carers and academy
- Any concerns can be shared with the remote learning teacher or the academy website reporting tool