

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
- 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
- No content should be communicated online if it places a child at risk of harm

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 safeguarding concerns/allegations must be reported in line with the academy whistleblowing procedures

Twenty Safeguarding Considerations for Lesson Livestreaming

Just because schools are supporting students remotely and sending work home does NOT mean that you need to livestream lessons. This should only be done where you are equipped to do so safely. But if you are considering it, bear these things in mind:

1

Only use school-registered accounts, never personal ones

4

Do students and staff have a safe and appropriate place with no bedrooms or inappropriate objects/information visible?

7

What about vulnerable students with SEND and CP needs?

10

Once per week may be enough to start with – don't overdo it and make mistakes.

13

Avoid one-to-ones unless pre-approved by SLT

16

Do you want to record it? Are students secretly recording it? You may not be able to tell.

19

If you don't understand the system, if it won't be safe or reliable, if teaching won't be enhanced, DON'T DO IT.

2

Don't use a system that your SLT has not approved

5

Check the link in an incognito tab to make sure it isn't public for the whole world!

8

Don't turn on streaming for students by mistake – joining a stream ≠ starting a stream

11

Keep a log of everything - what, when, with whom and anything that went wrong

14

Remind pupils and staff about the AUP agreements they signed* The rules are the same

17

How can students ask questions or get help?

20

Is your DPO happy? GDPR covered? Parental consent needed?

3

Will some students be excluded? Do they have internet, a device and a quiet place?

6

Has your admin audited the settings first (who can chat? who can start a stream? who can join?)

9

Never start without another member of staff in the 'room' and without other colleagues aware

12

Do you want chat turned on for pupils? Can they chat when you aren't there?

15

Remind pupils and staff about the safeguarding policy and reporting process – does it work remotely?

18

What are the ground rules? When can students speak / how?

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DigiSafe
Keeping children safe



THE DIGISAFE TEAM WILL BE EXPLORING SAFE SETTINGS FOR THE MAIN PLATFORMS CHECK OUR SOCIAL PAGES @LGfLDigiSafe

* Need templates? See safepolicies.lgfl.net

