



Remote Learning Addendum:

Safeguarding and Video Lessons

Most children are being educated at home during the coronavirus (COVID-19) outbreak, so as most schools we are having to adjust our remote education strategies. While this is happening, it is important that schools continue to follow safeguarding procedures.

As set out in the DfE guidance [Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#) online education should follow the same principles set out in the staff code of conduct.

Keeping teachers and students safe when providing remote education is also essential. So it is important that all staff and students are aware that we still need to follow the principles set out in the

- Safeguarding and Early help policy, including the COVID 19 addendum
- IT Acceptable Use agreement.

Any online learning contact between students and staff must only take place through official school channels, which are:

- Microsoft Office 365 school email account
- Edulink
- Microsoft Office 365 Teams

Pre-recorded lessons or segments allow the teacher to explain key ideas, concepts and methods, model work and allow for a platform to interact with a group of students. When used effectively it is also a great way of engaging pupils. They can also be paused where necessary and watched, or repeated, at a time that suits the pupil and their family.

As a teacher, when delivering recorded lessons from home you should

- be aware of material that may be visible in the background. Think about personal items that may be visible and make sure your family members are aware that you are filming.
- avoid revealing or sharing personal teacher information or other sensitive data.
- be aware that you can be seen and heard during a remote learning lesson and so you should also be properly dressed as per the code of conduct
- ensure that lessons take place in a suitable public location (such as a kitchen or living room) and never in a bedroom.
- Always use professional and appropriate language as you would if you were delivering a lesson in school

Live-streaming lessons from home should always be handled carefully. The additional considerations should be made

- Ensure that access to the video lesson is only accessible to the intended audience. Guest settings should be disabled and the teacher should remain in charge at all times as to who has access to the relevant lesson.
- Video lessons to one pupil should never be made
- The live class should be recorded so that if any issues were to arise, the video can be reviewed. All participants of the lesson should be made aware that the session is being recorded to support those who are not present to access and for revision purposes.
- Live classes should be done during school working hours and kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Photographs of individuals (staff or other pupils) are personal data, therefore screenshots of other members of the online learning environment cannot be taken and cannot be used unless consent is given.
- All teachers delivering virtual lessons should log out at the end of the session.
- Students should be given the option not to open their camera.
- Share and uphold the protocols and highest standards of behaviour expected in the lesson
- Any safeguarding concerns that result from a live lesson be shared via CPOMS in the usual way.

Student behaviour online - Students are expected to uphold the same standards of conduct and behaviour during online lessons as they would be expected to in school. They are reminded that during the session the teacher is in charge. This includes:

- Ensuring appropriate language is used in comments or emails, and that any comment is on-topic and relevant to the task in hand. Use correct standard English and ensuring that they are polite and courteous at all times allowing others to learn in a safe way. Derogatory language or unkind behaviour by all in ear shot should not be allowed or tolerated.
- Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
- Ensuring that clothing is appropriate (including for all other members of the household), following the same guidance as a normal "non-uniform" day in school.
- Ensuring if taking part in a live lesson that this is done in a public area of a home such as a living room or kitchen and never in a bedroom
- Ensuring they do not engage in recording the session or screenshots without the consent of those attending
- Ensure they only use the public chat facility and should not engage with inappropriate or informal chat with each other during the lesson either through the platform or via other message devices.

Student guidance outlines the following;

- You must be appropriately dressed. Think about what you would be expected to wear on a non-uniform day in school. Anyone in view of your camera must also be dressed appropriately;
- You must use your full name to identify yourself. If we don't recognise your name, you won't be able to join;
- You must take part in a room in your house, other than a bedroom and bathroom;
- You must let other people in your household know that you are involved in a live session;
- You must check and remove anything in the background that might be inappropriate, distracting or could share personal details about you or your family;
- You (or anyone else in your house) must never record the live session or take photos, either through the device being used or other devices, such as: a mobile phone;
- You must not use the personal chat facility to communicate between each other. This facility is used to ask questions during the lesson, about the topic being covered.

On a basic level, you will be expected to meet the same standards of conduct and behaviour during online lessons as you would be expected to in school.

As would be the case in school, the lesson is managed by the teacher. So please;

- Ensure you use appropriate language – unnecessary language or unkind behaviour will not be tolerated.
- Practise using standard English, ensuring you are polite at all times to all online participants.
- Fully engage with the lesson, remembering to submit work by the deadline set.