

Distance Learning Safeguarding Policy

A. PURPOSE

The purpose of this policy 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 School's Safeguarding Policy.

B. ROLES AND RESPONSIBILITIES

The Senior Leadership

The Senior Leadership of the school will 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 using Cisco Webex (FS1 and 2) and Google Meet (Year 1 to 13) – Class Dojo Portfolios (FS1 and 2) Google Classroom (Year 1 to 13), Communication with parents using RBS staff email accounts only.
- 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 participants 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 Teacher Code of Conduct 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.
- Teachers will have their cameras on so that they are visible to students during the online lesson
- They report any safeguarding concern to the Designated Safeguarding Lead – Mr Johannes Bodenstein (Vice Principal) or Mr Dene Bright (School Principal).
- They record student attendance for every online lesson they teach

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- 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.
- Students should be supervised by a parent/responsible adult during online lessons.
 - Be aware that where possible the sessions are recorded and monitored by the schools Senior Leadership Team.
- Teachers should follow school safeguarding guidelines to ensure that their virtual classroom is safe.

The Student

- The student is expected during the session to adhere to the schools normal expectation on behavior and appropriate language as per RBS behaviour management policy
- Students should ensure they are dressed appropriately for video online sessions e.g. not in pajamas. Wearing the normal school uniform would be desirable.
- Students should not contact the teacher outside the lesson session unless it is via the school secure learning platforms ie. Class Dojo, Google Classroom, email system or via their parents, who will use their email address.
- Students should be aware that live sessions are recorded and monitored by the schools Senior Leadership Team.
- Students should have their cameras on and be visible during the lesson.
- If cameras are not on and a valid reason for not being able to activate the camera has not been shared with the teacher, students will be marked as absent and will not be allowed to attend the online lesson.

Parent/Carer

The parent / responsible adult should:

- Be present and responsible for the welfare of their child during the live session.
- 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 or a responsible adults can easily supervise sessions.
- Ensure that students are dressed appropriately for live online sessions e.g. not in pajamas. Wearing normal school uniform would be desirable.
- Ensure that any serious safeguarding concerns encountered by the student are 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.
- Be aware that live sessions are recorded for safeguarding purposes and are monitored by the school Senior Leadership Team
- Inform the class teacher/subject teacher if a student is unable to attend live lessons – this should be via Class Dojo or the teachers' official school email ID

Policy Reviewed by: J Bodenstein

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Next review date: 04/04/2022