

## Remote Learning – Safeguarding Guidance



The basic precepts of the school's 'Safeguarding our Pupils' protocols underpin all of the following.

This document should be read in conjunction with the 'Schools Acceptable Use' policy and 'Behaviour' policy guidelines.

Pupils will be expected to follow all of the above guidelines and behave in the same way as they would whilst learning from home.

Pupils, parents and staff should:

- always maintain a polite, courteous, formal and professional tone in communicating with each and ensure that professional boundaries are maintained;
- only use official channels of communication and work/school e-mail addresses;
- do not exchange private text, phone numbers, personal e-mail addresses or photos of a personal nature;
- only operate online in a way in an acceptable way;
- ensure that any virtual or video contact is conducted in appropriate rooms. Pupils should not be in their bedrooms but rather in a public room preferably in the presence of others;
- whilst we do not expect that pupils or staff will wear normal school/work clothes, each should still wear appropriate clothing (no football colours, inappropriate slogans, pyjamas etc);
- pupils not wearing appropriate clothing will be asked to leave the meeting;
- a record of attendance for each lesson/video conference will be kept;
- video lessons will be scheduled at least 24 hours in advance in normal school hours;
- pupils must not use school google Meet to engage in any unacceptable behaviour, normal school discipline guidelines will apply;
- video lessons may be recorded by the teacher using Google Meet;
- pupils must not record or take photos of any lessons, teachers or pupils without the teacher's permission;
- any behaviour concerns should be reported to your child's pastoral teacher or Head Teacher
- any Child Protection concerns that may arise from an online interaction should be reported to either the Safeguarding Lead or Head Teacher