Safeguarding and remote education guidance

Keeping pupils and teachers safe during remote education is essential. This policy aims to ensure staff, pupils and parents understand and adhere to the agreed principles for remote learning and actions to take where there are concerns about safeguarding in remote education.

What are the risks to pupils in remote learning?

RISK	ACTION
Pupils are bullied through the 'chat' function in Teams	- Teachers secure ground rules for the use of the chat function during live lessons and meetings. - Teachers to monitor chat function throughout live sessions and address any concerns. - Teachers to go through expectations for joining Teams meetings. Children not to join more than 5 minutes before meeting starts. Teacher to enable the waiting room to prevent children starting the meeting with no adult present.
Pupils are exposed to inappropriate content/images/language/behaviour from adults.	- School continues to follow safer recruitment procedures outlined in safeguarding policy. - Pupils are only contacted by school staff where safeguarding checks have been completed. - Pupils are only contacted through agreed school channels – Microsoft Teams and Seesaw and parents understand this. - Staff only use work laptops for communicating with pupils online. - All staff follow agreed code of conduct. - Staff to double check tabs that are open on screen when sharing screens. - Parents are asked to be in earshot when staff working 1:1

	• School staff to record any meetings with 1:1 pupils.
	• School staff to report any inappropriate behaviour or language from family members to the Headteacher
	• School staff understand procedure for ending a meeting quickly if children re exposed to inappropriate language, behaviour or content.
Pupils are exposed to inappropriate material due to unsupervised access to the internet during remote learning	• School emphasises the importance of a safe online environment and encourages parents and carers to set age appropriate parental controls on digital devices and use internet filters to block malicious websites.
	• School signposts parents to resources to support parents in keeping their children safe online.

What are the risks to staff in remote learning?

RISK	ACTION
Staff are accused of inappropriate behaviour/language in 1:1 or small group meeting/lesson.	• Where possible request parent within earshot when working 1:1 with a pupil.
	• Staff to ensure they are working in a suitable space. (See professional conduct policy)
	• Staff to record any sessions where they are required to work with small groups or 1:1.
	• Staff to maintain professional boundaries at all times (see professional conduct policy).
	• SLT to risk assess any 1:1 sessions.
	• Staff to use work devices and only communicate through school channels during school hours.
Staff are exposed to inappropriate contact from parents or other adults in the household.	• Staff only to communicate through Microsoft Teams and Seesaw& Tapestry.
	• Staff do not share any personal data with children or families.
	• Staff know how to report their concerns if exposed to any inappropriate behaviour or language.

	• Staff to have neutral backgrounds when delivering video lessons or meetings from home.
Staff are recorded without their consent or material about them is shared on social media.	• School has communicated expectations to parents • School has communicated consequences of sharing material from online learning platforms and the procedure for reporting this.
Staff are unable to strike a reasonable balance between work and home due to the contact through the online learning.	• SLT to regularly check in with teaching staff engaged in online learning. • Staff have access to Employees Assistance Programme and Occupational Health support. • Staff receive guidance from School Leaders on managing workload and expectations.

GDPR and Remote Learning - procedures

- All online learning platforms used by the school have been checked and are GDPR compliant
- The Data Protection Officer has completed a data protection impact assessment to identify and minimise risk.
- Update the school's privacy notices to reflect the data sharing with the service.
- Share only the data that is absolutely necessary.
- Staff do not keep data on their devices.
- Staff only use work devices for communicating with pupils and families.
- All usual procedures are followed (See GDPR policy).