Remote/Live Learning

Safeguarding points to consider for Schools in Wakefield.

Schools should undertake a risk assessment of any online platform and implement mitigating steps. Include if student cameras are on or off.

Ensure you are using the correct version of the platform - for teaching use.

Only platforms approved by SLT should be used by staff.

SLT need to have a clear record and overview of all online learning in their setting.

Have you considered families who don’t have access to technology/quiet space and children with special educational needs?

Staff must not use personal devices/ email or personal accounts to deliver online lessons.

DSL’s must continue to communicate with staff regarding vulnerable students.

Very clearly state your expectations for behaviour (e.g. use of mobile phones during lessons/acceptable dress/background –including staff) and the consequences of breaking these rules, to both parents and students and send out frequent reminders. Be clear it is the responsibility of the parents to supervise the child.

Set out behaviour expectations at the start of every lesson – add an appendix to the school behaviour policy. Parents/students must know it is not ok for them to record the lesson. Any inappropriate behaviour by pupils must be communicated and addressed with parents straight away.

Carefully consider of what works well for your setting, constant communication, clear boundary setting and swift consequences of breaches of behaviour will be important.

Staff delivering live lessons must know how to;

Have students microphones automatically off when joining the lesson, when can they speak/ask for help and how?

Lock a meeting/restrict access to students only. Teachers should ensure that pupils access the lesson by signing in using school email address/meeting ID. Do not communicate the ID/ link on any social media or public website.

Prevent other users from sharing the screen,

Place pupils on hold/remove from the lesson,

Disable and mute all microphones and videos,

Disable/enable chat function,

Save video and chat function,

Know how to end live streaming to ensure private conversation afterwards are not broadcast to pupils.

Schools must obtain parents consent and inform them that live lessons will be recorded – including how stored and for how long.

Be clear with parents/students that there is no need for them to set up an account with the platform.

Have you incorporated increased online safety messages to students during lockdown times?

If school is uploading recordings on youtube be clear you do not endorse any adverts/advise that students do not click on any adverts.

No 1:1 sessions unless risk assessed and SLT permission granted. Parent/carer should be in the room and /or another staff member present. Record these sessions.

Staff and children must wear suitable clothing as should anyone else in the household. Boundaries must be maintained – e.g. no tours of teacher’s house if requested by students.

Language must be appropriate and professional.

Computer set up in appropriate area – neutral background. Camera focused on shoulders and above.

Parents should be present.

Live classes recorded – GDPR lead is aware and involved in risk assessments. If you decide not to record please ensure 2 members of staff are present.

If staff contacting children at home – ensure GDPR lead is aware.

If live streaming from the classroom, try to avoid filming students as this may label them as vulnerable, focus should be on the teacher.

Communicate to parents what to do if they have any safeguarding concerns, who to contact.

Any allegations against staff – headteacher must follow part 4 of KCSIE.

Normal safer working practice and staff code of conduct applies. Ensure staff are aware of the Safer Working Practice addendum for remote learning sect 24a [Professional and Personnel Relationships (saferrecruitmentconsortium.org)](https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-1.pdf#:~:text=This%20addendum%20is%20intended%20as%20a%20temporary%20supplement,with%20children%20and%20young%20people%20in%20education%20settings.)

DfE guidance [Safeguarding and remote education during coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=11%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

Please note **Professionals Online Safety Helpline** can helpon 0344 381 4772 or email at [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)

<https://www.saferinternet.org.uk/helpline/professionals-online-safety-helpline>