



Remote Learning Safeguarding Expectations

Updated: 8th March 2021

This guidance must be read in conjunction with your local Academy Safeguarding Policy and Safeguarding Addendum, St Francis and St Clare Code of Conduct and St Francis and St Clare Acceptable Use Policy.

This guidance has been written in line with: Guidance for safer working practice for those working with children and young people in education settings 2020

St Francis and St Clare Catholic Multi Academy Company are committed to promoting 'high quality' remote learning, ensuring no child or young person is left behind.

St Francis and St Clare Multi Academy Company have clear expectations and guidance in regards to the use of remote learning.

Please ensure that you follow the guidance set out below:

- No 1:1 sessions should take place, unless express permission is given in writing by the Principal and another member of staff is available to join the session, to safeguard colleagues. All lessons should be in group format.
- Academies may choose to pre-record part of a lesson for children and young people to access throughout the day, but should be reminded of the expectations for live structured learning by phase.
 - Guidance on how to pre-record part of a lesson using Google Meet can be found here: [Record a video meeting - G Suite Learning Center](#)
 - Guidance on how to pre-record a lesson using Microsoft Teams can be found here: [Record a video meeting - Microsoft Teams](#)
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Members of staff have the right to consider recording and backing up elsewhere, so that if any issues were to arise, the video can be reviewed.
 - Guidance on how to record a Google Meet can be found here: [Record a video meeting - G Suite Learning Center](#)
 - Guidance on how to record a Teams call can be found here: [Record a video meeting - Microsoft Teams](#)

Please note - should cameras be on when recording a live lesson, colleagues must not publish or share this video content!






- All live streams/Google Meet/Microsoft Team sessions are logged and audited.
- Attendance of children and young people in sessions must be logged, to ensure tracking of non-engagement and the potential identification of safeguarding concerns. This will help promote St Francis and St Clare focus of '**Early Identification**' and '**Early Intervention**'
- Staff should ensure that Senior Leaders and/or your safeguarding team are informed of concerns, regarding non-engagement at the earliest opportunity.
- Live lessons should be kept to a reasonable length of time. Live lessons should be timetabled and senior staff, DSL and / or heads of department should be able to drop in to any live lesson at any time.
- Live lessons that are being recorded for future use, must ensure that children and young people are not visible or identifiable throughout the live recording.
- Language must be professional and appropriate, including any family members in the background.
- If a staff member believes that a child, young person or parent is recording the interaction, the lesson should be brought to an end or that child should be logged out immediately
- Academies to re-inforce online safety messages regularly.
- Academies should risk assess the use of live learning using webcams.
- Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues; or use cases against the providers terms and conditions (for example, no business use of consumer products).
- If a student or staff member feels that these guidelines have been breached, it must be reported to the Principal.

Remote learning



When you are in an online lesson please make sure the following is happening:

- Webcams are turned off 
- Microphones are turned off 
- Ask any questions through the Chat section. 

- All lessons will be recorded for Safeguarding





Please note:

Pupils may be invited to put their cameras on for short activities or feedback, should they wish. Careful monitoring of cameras (including what is in the background of a pupils camera) should take place and the camera disabled should there be concerns. Due consideration should be given to purpose, age, stage and setting being taught with cameras on.

Blended Learning:

During the easing out of national lockdown, there may be occasions when colleagues are delivering face to face lessons in the classroom to pupils, whilst also providing live remote lessons to pupils who are shielding / isolating at home. In these circumstances please consider:

Structure of lesson

It is important to reduce the possibility of those at home hearing / seeing confidential matters taking place in the classroom. For example, the name of a pupil on site. Or a pupil becoming unwell. Please structure your lesson so that you are only '**live**' with your video camera on for **short** and **controlled** periods. This could be:

- Welcome and introduction to learning / topic / task and modelling.
- Mini plenary at a given time during the lesson.
- Plenary.

Location of teacher and laptop / webcam

Please position yourself and your webcam so that the camera **is only focussed on the teacher** and the IWB during live sections of the lesson. **The Laptop/webcam must always be forward facing only.**

Communication

A reminder that those pupils who are working remotely, may be accompanied by another household member who can see and hear live streaming. Therefore, please refrain from the use of:

- pupils personal information (name).
- Negative phrases / reinforcement.



General Reminders and Prompts

- Ensure **all** staff are reminded of safeguarding policies and procedures and in particular any changes.
- Reinforce staff awareness of the need for appropriate professional behaviours whilst online
- Consider the development of an '**induction**' session or pack/online content for children and young people to support them to initially engage with the new blended learning approach
- Be mindful that not all children and young people will have unlimited internet access or technology available at all times of day.
- Ensure that children and young people with SEND are considered in the planning and their access to blended learning accommodated
- Determine if online sessions will be recorded and always follow St Francis and St Clare guidance. If recording will take place, ensure that everyone is aware of this, with knowledge of how long the recording will be retained for.
- Poor engagement of 'blended learning' by a child or young person, must be followed up and reported to Senior Leaders at the Academy in the first instance.