



Safeguarding – remote learning

As we become accustomed to our new ways of working, some of the queries that we are receiving in the GSCE are particularly around safeguarding pupils whilst they learn remotely.

The Department for Education, NSPCC and South West Grid for Learning (SWGFL) have produced some guidance on the things you need to consider and how you can build these safeguards into the new way of working.

Remote teaching

If you plan to record or livestream lessons via an online platform, you need to assess any risks and take appropriate actions to minimise harm. (RA template below).

What are the Hazards?	Who may be harmed?	Existing Control Methods?	What further action is necessary?	Action: By whom? When?	Date completed.
<i>e.g. Volunteer without a DBS taking children to the toilet</i>	<i>Children, member of staff</i>	<i>Always another member of staff supervising in the classroom</i>	<i>Volunteer to be advised only to take children in an absolute emergency (keep self safe) – record how often this happens Volunteer only to take children (in emergency) to single disabled toilet which can be seen from the classroom. If becomes a regular occurrence, obtain a DBS</i>	<i>Volunteer and class teacher to monitor if this becomes a requirement of the role DSL to advise volunteer and Teacher re toilets to use and safety of TA. DSL to make decision on obtaining DBS if this becomes regular.</i>	

Where is the recording taking place?

Staff should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background. If live video and audio is being used, there should be careful consideration of the location that everyone uses. It is possible that children may be in their bedrooms and this may not be appropriate. You may choose to use a conferencing service that the teacher can disable users microphone and video cameras.

Which platform will you use?

Always make sure the platform you are using is suitable for the children’s age group. Set up school accounts for any online platforms you use (don’t use teachers’ personal accounts). Check privacy settings.

- Some may consider using Livestreaming services but would exercise caution here given requirements for accounts, personal data and privacy questions. (read the SWFGL information to make sure you know how to livestream safely)
- Do consider the terms of service together with privacy policies and in particular if there are any minimum age requirements of the chosen service.
- Consider if the system includes online chat feature, and if this can be moderated.
- Consider Privacy settings before posting – (e.g. YouTube has a variety of settings (Public, Unlisted, Private, Comments Allowed/Not Allowed) that will determine who can see and comment on the video).
- If messaging services are used by staff, e.g. WhatsApp, be mindful of professional standards.

Systems

Below are some of the systems you might be using or considering:-

- Audio conference call
 - Powownow
 - Gotomeeting
- Broadcast
 - Youtube
 - Facebook Live
- One to many Conferencing
 - Microsoft teams, Skype, Webex, Adobe Connect, Zoom, Google Hangout, other VLE provided conferencing tools

NB: As an employee of GCC we are not permitted to endorse or discredit any of the above systems. Please ensure that whatever system you use does not put your IT system at risk to attack.

Technology

What technology and Internet connection speed will be required for everyone to participate (e.g. devices). Be mindful that not all students will have access to technologies that will enable them to participate in online classes. Think about what solutions can you provide to enable them to continue learning? Loan device? Posted assignments? Phone calls with staff?

Consider activities carefully when planning – online access within school will have internet content filtering systems in place that are unlikely to be replicated in the home environment.

Be careful that staff and children don't incur surprising costs, eg mobile data access charges - (video utilises significant amounts of data).

Also consider the security of devices, in particular cameras and microphones.

We would strongly recommend that staff avoid using personal devices and should only use school provided equipment

Consent

Make sure parents, carers and children understand the benefits and risks of online lessons and get written consent for children to be involved. Amend your current consent form for this.

Safeguarding

- Remember online or offline, effective Safeguarding requires a whole-school approach. Planning for online or distance learning activities should include the school's safeguarding team as part of the planning process.
- Ensure online tuition follows best practice (e.g. 2 members of staff involved) and is in-line with the School's Safeguarding Policy.
- Remind all your staff of your safeguarding and child protection policy and procedures. Think about how you have disseminated this to all staff. Do all staff know you have added an additional Annex to the child protection policy for Covid19? How are you recording this?

- Check that everyone is able to contact your nominated child protection lead and deputy if they have any concerns about a child. This may be because:
a staff member sees or hears something worrying during an online lesson or a child discloses abuse during a phone call or via email.
- Remind staff of safeguarding obligations. Report any safeguarding incidents or potential concerns according to your school policy.
- Remind students of who they can contact within the school for help or support.

Contacting children at home

As part of your on-going provision during this current time, staff might need to contact children individually, for example to give feedback on homework, check on your vulnerable students. Your school should set out clearly when it is and isn't appropriate to contact children at home (this should be laid out in your Covid 19 Annex of your safeguarding policy). Also include in your Acceptable User Policy (AUP).

- Remind staff of your code of conduct and make it clear how you expect them to behave (see [Guidance for Safer Working Practice](#))
- Where possible try and avoid one to one lessons. If there is no alternative, make sure staff know what safeguarding measures to take if they are having a one-to-one conversation with a child (link to your lone working policy if you have one)
- Use parents' or carers' email addresses or phone numbers to communicate with children, unless this poses a safeguarding risk. Use school accounts to communicate via email or online platforms, never teachers' personal accounts.
- Make sure any phone calls are made from a blocked number so teacher's personal contact details are not visible.
- If staff members are accessing families' contact details at home, ensure they comply with the Data Protection Act 2018.

Online safety

Children and young people are likely to spend more time online due to social distancing. Talk to them regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them.

Behaviour

Be clear about the expectations of both student and staff behaviour (e.g. a 'classroom standard' of behaviour is expected from all participants). It is worth considering some ground rules; creating safe spaces and explaining these as the introduction to each session. Examples may be who can speak. If this is the first time that classes are delivered online, it may take some time in becoming familiar with the new environment.

Recording

Always make a note of the conference timing and who participated, including those that arrived/departed early or late. Be clear about whether it is acceptable for students to record events and expectations/restrictions about onward sharing. If the service you use records the conference, make sure that everyone is aware of this. It's important to know how long any recordings are kept for and how to access them.

Personal Data

The conference service may require the sharing of personal data, eg usernames to invite in. It is always best practice to use school-provided email addresses as Data protection laws still apply. Consider how to provide access to schools data systems.

Resources

Schools may wish to use the following resources to understand more about ensuring online education is safe:

- remote education advice from [The Key for School Leaders](#)
- advice from [NSPCC](#) on undertaking remote education safely
- guidance from the [UK Safer Internet Centre](#) on remote education

Guidance on [teaching online safety in schools](#) provides information to help schools ensure their pupils understand how to stay safe and behave online.

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?utm_source=265388db-edd9-4eda-91f4-c0da01b813f2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://swgfl.org.uk/>