

Safeguarding Policy for Virtual lessons and live streaming

(with effect 04/01/2021)

The government advises that should schools choose to provide remote education using live streaming or pre-recorded videos, guidance from the National Cyber Security Centre (NCSC) on [which video conference service is right for your school](#) and [using video conferencing services securely](#) could help schools to set up video conferencing safely. We advise our teachers to visit these links before they plan to teach live content.

In addition, [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice on live, online teaching, and the [safeguarding guidance from London grid for learning \(LGfL\)](#) includes platform-specific advice.

Teaching from home is different from teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to students, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background. We expect teachers to protect themselves, and their students, from being exposed to harm or any harmful content during live streaming or any pre-recorded material. Teachers must ensure that they do not have any interruptions from family members during live streaming. You will be asked to record your lessons. Please make your class aware that the lesson is being recorded at the start of the lesson. This is for a safeguarding reason and so that absent students can see the lesson at a later stage. The lesson must only be recorded and saved to an agreed area. The recording must not be kept for personal use. The students must always have their cameras off, unless, with the teacher and the student's consent, the camera needs to be on for an educational purpose. The same is true for the use of the microphone. The students should be muted until invited to unmute. By unmuting their microphones, students consent to having their voice captured within the recording.

Safeguarding pupils and teachers online

Keeping students and teachers safe during remote education is essential. Teachers delivering remote education online should be aware that the same principles set out in the school's staff code of conduct policy will apply. If you have any questions or concerns, you can refer to these resources to understand more about how to ensure 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

You can access the free [Professionals Online Safety Helpline](#) which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email helpline@saferrinternet.org.uk. The helpline is open from Monday to Friday from 10am to 4pm.

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

School contact with parents and carers during this time can also be used to reinforce the importance of children staying safe online. If you have any concerns about a child's welfare or behaviour during online contact, you should make the Year Leader or duty DSL aware.

It is especially important for parents and carers to be aware of what their children are being asked to do, including:

- sites they will be asked to use
- school staff their child will interact with

As a school we will emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on.

We will share these resources to support parents and carers to keep their children safe online:

- [support for parents and carers to keep children safe online](#), which outlines resources to help keep children safe from different risks online and where to go to find support and advice
- guidance on [staying safe online](#) which includes information on security and privacy settings
- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Reporting concerns

It is essential to have and communicate clear reporting routes so that children, teachers, parents and carers can raise any safeguarding concerns in relation to remote online education. For our school, we will use CPOMS to report any such concerns. You can access

CPOMS remotely via the [school website](#) If you are not sure if the concern is worth raising, please check with the child's Year Leader.

Below, you will find some links to practical support that's available for reporting harmful or upsetting content as well as bullying and online abuse.

Harmful or upsetting content

Get support by:

- reporting harmful online content to the [UK Safer Internet Centre](#)
- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

Bullying or abuse online

You can:

- get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)
- get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied

Communicating with parents, carers and students

Where education is having to take place remotely due to coronavirus (COVID-19), it's important for schools, teachers and students to maintain professional practice as much as possible. When communicating online with parents and students, you should:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the school channels approved by the senior leadership team – in our school we ask that you send emails to parents via feedback@aessex.co.uk and that, if you are calling parents, you use the school app or withhold your number.
- use school email accounts (not personal ones) when communicating with students. Do not email parents directly from your school email address (see above)
- advise teachers not to share personal information