

SAFEGUARDING 3: ONLINE SAFETY

(Remote learning addendum)

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This guidance is an addition to the online safety policy and has been written in order to respond to the move to remote learning necessitated by the physical closure of the school due to government restrictions. However, the guidance will be relevant to any future situations where education or support is being provided to girls remotely.

The types of situation where remote learning or support might be appropriate include, but are not limited to,:

- A girl being physically absent from school but still able to undertake work
- A member of staff being physically absent from school but still able to undertake work
- Support during a school trip where a member of staff with particular expertise is not accompanying the trip but still providing help

The platform being used for the majority of remote learning is Microsoft Teams and so most of the guidance will refer to functionality within this software.

Guidance for pupils

The usual standard of behaviour expected during lessons in school still applies to any remote learning experience and sanctions will be applied, as necessary. Additional rules that you should follow are:

- You should ideally be based in an area conducive to learning, try to avoid your bedroom if at all possible.
- You should be appropriately dressed for a lesson, this does not need to be school uniform
- If you are sharing a video feed you should have your background blurred
- You should not make any recording of the lesson. Your teacher may choose to record the lesson in order to make it available to members of the class who are not able to join the lesson at the usual time.

It is good practice to start any lesson or meeting with your mic muted and to only unmute when you are going to talk. Your teacher may ask you to make use of the chat function during the lesson to note questions, please do keep the chat bar open so that you can see what other questions are being asked.

Should anything happen in an online lesson that makes you uncomfortable please contact a member of the safeguarding team or email safeguarding@benenden.school. Other sources of support available to you are:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Guidance for staff

Consider carefully the opportunities and limitations presented by remote learning. The nature of working online, particularly where it involves 1:1 lessons, does pose additional safeguarding and data protection challenges.

For all remote lessons please observe the following points for every lesson:

- Ensure your background is blurred
- Inform pupils that the lesson is to be recorded
- Remind pupils of your expectations around behaviour and etiquette (e.g. they should start the lesson muted and unmute to ask questions)

For 1:1 lessons, your line manager should always be a member of the relevant Team (see advice from the IT Department about how best to manage this) so that they can 'drop in' to lessons on occasion. Please contact a member of the Safeguarding team if you have any questions with regards to 1:1 lessons.

In many cases it is sensible to record a lesson so that it can be made available to pupils who are unable to attend at the time the lesson is running. However, consideration should be given to how long that recording is available for. If the lesson includes any content involving pupils it should not be shared with other groups, or colleagues, unless this has been agreed with the pupils. The general expectation is that any recorded lesson involving pupils should be deleted when it is no longer relevant to that class e.g. a recording of a V lesson should not be retained any later than the end of UV, a 6.1 lessons not retained beyond the end of 6.2. For guidance on deleting previously recorded lessons please refer to the help guides available in the Staff Teams Help Centre or contact the IT Department directly.

When sharing your desktop with pupils as part of a lesson it is advisable to only have open applications that you will be using during the lesson. This avoids the risk of inadvertently sharing sensitive material, such as items in your inbox if Outlook is open.

Teams now has the option for the host to **end the meeting for everyone** and this is something that you should always do at the end of a lesson to avoid any potential issues between students left in the online classroom environment.

Any behavioural issues that occur during an online lessons should be dealt with as sensitively as would be the case in a physical lesson. However, asking to speak to a pupil at the end of the lesson would not be appropriate in this context. While usual best practice is to speak to a pupil face to face regarding their behaviour it would be more appropriate to send an email to the pupil, copying in their tutor, in addition to any sanction (such as a Blue Slip) that may be issued.

Should you have any safeguarding concerns relating to any aspect of an online lesson please contact a member of the safeguarding team.

Guidance for parents

At the end of last term we moved rapidly to an online learning environment and now that we have had a chance to review the processes involved we would like to receive permission from you for your daughter to attend remote lessons. There is a form in My School Portal for you to complete, that makes reference to both whole-class lessons and 1:1 lessons. Should you have any queries before completing the form please get in touch with a member of our safeguarding team.

Where possible we ask that you are available nearby during lessons should your daughter have any concerns, but ask that you not appear in video feeds or otherwise engage in the lesson.

Any technical questions on supporting pupils with remote learning should be directed to the Deputy Head Academic or the IT Department. Should parents have any safeguarding concerns relating to remote learning or support they should contact a member of the safeguarding team (listed at the end of this document). Other sources of support available include:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

Safeguarding team

Designated Safeguarding Lead (DSL)	Mrs Anne Wakefield anw@benenden.school
Online Safety Officer (Deputy DSL)	Mr Steve Miller stm@benenden.school
Child Protection Officer (Deputy DSL)	Miss Kate Dobson kmd@benenden.school

This guidance was written with reference to:

DfE publication '*Coronavirus (COVID-19): safeguarding in schools, colleges and other providers*', March 2020

Guidance from the UK Safer Internet Centre on safe remote learning