

CASTLE MANOR ACADEMY REMOTE LEARNING

SAFEGUARDING GUIDANCE UPDATED JANUARY 2021

ONLINE MEETINGS, GROUP SESSIONS, TUTORING AND LESSONS

PRINCIPLES

As we move into this second period of reduced school opening, we have become ready to deliver content by recorded video or live on Microsoft Teams, in spite of the challenges and the learning curve this presents us with. There is valuable face-to-face or voice-to-voice contact that can be made. Examples include: live assemblies which students can join, pastoral meetings, group tutor meetings and online tutoring as well as live lessons. Staff might also prefer to use Teams with the camera off, use the screen sharing facility or use a visualiser and staff can also request students join the meeting with camera off if that is preferred.

PRACTICES

We only use our Castle Manor Academy Microsoft Teams accounts for this content, because this is safeguarding and GDPR compliant. We continue to follow the same principles as set out in our code of conduct and acceptable use of ICT policy. We only use work devices so that recordings can be easily saved.

GUIDANCE

Where possible, have more than one person in the meeting, for example a group of more than three students. Where this is not possible, for example with 1:1 tutoring, request for an adult in the home to be in the vicinity. If this is not possible, ensure the recording of the session is available. It is a trust policy that Teams meetings should be recorded if there are fewer than three students attending. These will not be routinely watched, but will be available for use in the event of a problem or allegation. Save your recording somewhere that is accessible e.g. in your networked documents. Recordings should be deleted after one year. Keep a log of the length, date, time and attendance of every session delivered online. Recordings which show students faces or voices cannot be shared with other students at a later date.

Set up the meeting with a lobby so you can invite in the correct students, and so that when the meeting ends everyone has to leave. Choose 'only me' as presenter so students cannot take control of the PowerPoint etc. You can also choose for students to not be able to unmute themselves.

Both staff and student(s) must be suitably dressed in day time clothing. If the student answers the call unsuitably dressed, end the call immediately and inform the parent why. The same goes for any behaviour incidents that might occur.

Ensure computers are in appropriate areas of the house and/ or a neutral background is used if video is being used.

Language should be professional and appropriate, including any family members in the background. Students should be reminded of this at the start of the call.

Ensure your staff badge is on display- this demonstrates that you are safeguarding checked and trained. If you have a profile picture, ensure it is professional.

Emphasise to parents and students that Teams is only for the duration of the call or meeting. They should not use any chat functions to message you at other times and any messages will not receive a reply. Students should use email to request support at other times.

At the start of a new meeting, staff should use the school welcome slide, and might choose to read this aloud as well to gain understanding and consent from all students in the call individually. If there are very frequent calls to one student, it would be sufficient to say "Still happy with the agreement from yesterday?". In a large group, such as an assembly, the agreement could be shared as part of the invitation.

START OF MEETING SCRIPT

Good morning/ afternoon and welcome to our meeting. Please remind yourself of the Castle Manor Way for Live lessons which is on the slide in front of you. If any of this guidance is not followed, or if you behave unprofessionally at any point, this meeting will be ended and your parents will be informed. Once you are ready to do so, please start your Do Now.