



## **Safeguarding Protocols for Online Learning for Parents and Children**

These protocols are designed to safeguard both the children and their teachers. They are being implemented to ensure that the expectations of behaviour and engagement which are present in the classroom remain the same whilst children are learning remotely. Please read through the protocols carefully with your child to ensure that you and they understand the expectations we have in live lessons. It is essential that children follow the safeguarding protocols that we have outlined to ensure they are working safely at home. Live learning sessions will be recorded by the school for safeguarding reasons. These recordings will be stored safely by the school server and removed in compliance with our GDPR policy for data retention.

### **1. Using the chat function when in Microsoft Teams sessions and using Seesaw**

The chat function is an essential way for children to ask their teacher for help and address any misconceptions. It is not a social forum and it is essential that every child follows these guidelines:

- Children must only communicate with their teacher using the chat function and when this is enabled by the teacher.
- Children must use correct academic English in their comments to their teachers.
- Children must not make comments to other children. They must only comment on the work, reply to questions posed by their teachers, contribute to a conversation started by their teacher or write a question they would like to ask.
- Any inappropriate comments will be recorded in a screen shot and sent to the Head Teacher who will communicate with parents.
- Where there are behaviour concerns these will be reported to the Acting Headteacher and parents will be notified.
- If, following an initial warning, a child continues to ignore the school's expectations, they may be removed from Microsoft Teams.

### **2. Live Lessons and small group meets on Microsoft Teams**

Live lessons and small group meetings via Microsoft Teams can be a really useful way of allowing children to ask questions about their work and talk to their teachers directly. It is essential that all children follow our live lesson guidelines.

For each lesson, teachers will instruct children in whether to have video and audio on OR just audio.

If only audio is turned on:

- Children must have their microphones set to mute and only unmute when instructed to by their teacher.
- Children can signal they have a question by using the yellow 'raised hand' symbol.
- Children must speak in a respectful way and must stay on the topic of the work.

If audio and video are turned on, the following protocols must also be in place:

- Children and any parent in view must be in appropriate clothes and have a neutral and appropriate background (e.g. they must be in an appropriate working space without siblings or other family members in the background).
- Children must behave in a respectful way and focus on the topic of the work.
- Children must signal that they wish to ask a question by using the yellow 'raised hand' symbol and wait until the teacher unmutes them.

If parents are present whilst live lessons are taking place they should not actively participate in the lesson or pose questions to the teacher.

Where children are experiencing difficulties with their work they should be encouraged to speak to the teacher themselves during the sessions, following the correct protocols.

If a child is unable to access the work and a parent or carer requires further clarification to enable them to support their child with a set task, the parent or carer may request the opportunity to pose questions to the teacher once the live lesson has ended.

If children are not following the protocol the class teacher will inform the Acting Headteacher who will contact the parent/carer.