

Meadowside Remote Learning Safeguarding Annex

Keeping staff safe online Staff and volunteers will continue to work in line with our school's policy and procedures on online safety, our staff code of conduct and acceptable use policy.

Staff working remotely should not record any personal information about families or confidential information via personal devices. Where telephone calls are being made by staff working remotely, these should be made using Microsoft Teams or from a landline using 141.

If e-mails containing personal information/confidential information are being sent remotely, staff should be reminded to password protect these before sending.

Virtual Teaching (taken from the Safer Working Practice Guidance Addendum April 2020)

- Senior leaders should be aware of all virtual (live) teaching, including lessons and meetings. Senior staff monitor the use of Microsoft Teams and Tapestry (YR only).
- Parents/carers are made aware of virtual teaching/ meetings. Parents have given their permission for their child to take part in online learning.
- If group/whole class sessions are being recorded, children's cameras must be off. Microphones can be used by children to answer questions.
- Online one to one support and intervention is allowed but the child at home must have an adult in the room when they are working online with the member of staff. Staff must verify this at the beginning of the meeting with the child.
- Staff should display the same standards of dress and conduct as they do at Meadowside.
- Consideration should be given to the area being used to deliver the virtual teaching; is the background suitable? Where possible staff should use the option to 'blur background'
- Any resources /videos used must be age appropriate. It is the responsibility of the staff member to act as moderator; raising any issues of suitability (of dress, setting or behaviour) with the child and/or parent/carer immediately.
- If a staff member believes that a pupil/student, parent or carer is recording the interaction, the lesson should be brought to an end or the pupil/student logged out of the lesson immediately. Where live lessons or video meetings are being recorded by the school, all parties should be made aware and this should be in line with the school's data protection guidance.