**Remote Learning Safeguarding Addendum**

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| **Guidance** | **Mitigation** | **Responsibility** | **Notes** |
| It is not appropriate for staff members to hold one-to-one video conferences with a pupil/student | All remote live lessons are delivered with two members of staff present | Teaching Staff – If 2nd person is not present lesson must not go ahead. |  |
| Staff, parents and students should be provided with acceptable use guidance.  | AUP provided to all students | JJA – Ensure AUP are provided and signed for | New pupils AUP to be provided by PM |
| The students should be made aware that there is another adult present for the lesson. | Teaching staff to make aware to students on first lesson. | Teaching Staff |  |
| The school must notify parents/carers about the use of video conferencing and the school policy should be available to parents and carers. This (or an additional document) should reflect the standard the school expects from parents/carers and students when video conferencing takes place and should be made available to all parties. | Remote Learning Policy available on the CELC website – Will be sent out to all parents/carers on commencement of live streamed lessons.  | JJA – Ensure Remote Learning Policy sent to all parents on commencement of live streamed lessons. |  |
| The school should consider their policy around what to do if a child needs to seek safeguarding advice or help and refuses to speak when there are two members of staff present. Consider how risks to the child and the member of staff will be managed and consider other options for communication – phone calls for example.  | Any concerns pupils may raise or demonstrate behaviours indicating towards should be reported to the school DSL. CELC has CPOMS to report concerns.  | Teaching staff to ensure that concerns are reported directly to DSLs.CPOMS to be used for logging all concerns. Any students not engaging in remote learning to be notified to SLT.  |  |
| The school policy should avoid a scenario where a child is unable to disclose abuse or seek help.  | Student Guide informs pupils on where to get help/support.  | DSLs to monitor concerns on CPOMS.  |  |
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| Students should be reminded of reporting routes and how to seek help if they need to. | Help/Support Site on CELC School Website available with information pages on where to get support | ZJO – to ensure website has relevant information for pupils and reporting mechanisms in place  |  |
| Staff should separate their remote learning account from their personal online profiles and use a duplicate of the staff notice image or school logo for the platform profile picture.  You should set up school accounts for any online platforms you use and check the privacy settings.  | All staff must deliver remote lessons using CELCHES Login only on CCC provided equipment.  | All staff.  | Remote Learning Policy to outline guidance for staff.  |
| Make sure any phone calls are made from a blocked number so the staff members personal contact details are not visible.  Where necessary, schools should consider the purchase of dedicated mobile telephones for the purpose of teacher to pupil/family communications and as an emergency contact for the school number e.g. for DSL use. | All staff members to use Teams for calling parents. (All calls are done so withheld). Mobile Phone available for staff should they need it (Local Authority). No teachers should be giving out their mobile numbers to any parents.  | All staff at CELC.  |  |

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| Never share any personal information e.g. personal telephone number, email accounts, Facebook and other social media links.  Staff should never use personal social media accounts as a ‘short cut’ to communicate with parents and pupils. The staff code of conduct should be updated to reflect the increased use of technology to communicate with pupils/students and this should be included in the policy.  | Referenced in Safeguarding Training | All CELC staff |  |
| For the purposes of video-conferencing, use the parents’ or guardians’ own account, where possible, rather than a child’s, to deliver lessons.  Use parents’ or carers’ email addresses or phone numbers to communicate with pupils/students, unless this poses a safeguarding. If staff need to communicate with pupils/students using the pupil/student’s personal email address, another relevant member of staff should be copied into all emails.  | All videoconferencing to pupils is only done through pupil school email address only on Microsoft Teams (CELCHES Domain). All videoconferencing is to be done with a second member of staff present within the lesson.  | All CELC staff |  |
| Ensure staff members work against a neutral background.  Staff should present themselves as they would if they were giving a face-to-face lesson, in dress and in manner. | Staff reminded in remote learning policy of their position regarding safeguarding.  | All CELC staff |  |
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| Where lessons are delivered to a class, parents/carers and students should be provided with safeguarding and etiquette guidance in advance of the lesson. For example, the student must take lessons in a room with an open door. Parents should be notified of the timetable for their child in advance of the lessons taking place. and All staff should be aware of their setting’s safeguarding and child protection policy and procedures. Ensure that staff members can contact the Designated Safeguarding Lead (DSL) or, in the event of the DSL being unavailable, deputy DSL, should they have any concerns about a child.  Examples of potential concerns may include;* a staff member seeing, or hearing, something of concern during communication with a student
* a disclosure, made by a student, when in communication with them during a phone call, via email or when video-conferencing.
 | Guidance and timetable to be to be sent out to parents. | JJA |  |
| When making contact directly with students, as a means of checking on their welfare, schools should consider which methods are most appropriate for each student.  | All families will be contacted at least once a week under Safeguarding Lead direction. | ZJO |  |
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| Schools should not record online lessons which include students.  | Attendance is to be recorded by teachers for live streamed lessons. | All teachers |  |
| Staff members, however, must record the length, time, date and attendance of any sessions held. |  |  |  |