

Safeguarding Arrangements during the COVID-19 outbreak

Addendum to The King Alfred School Acceptable IT Use Policy (July 2018)

and

Keeping Children and Staff Safe (Staff Code of Conduct) – (September 2018)

Distant Learning creates new challenges for safeguarding which need to be considered by all concerned. Please adhere to the guidelines below at all times to safeguard students, teachers and families.

General

- Only use a parent/carer or student's school email address, and a teacher's official school email address when contacting families
- Never use a student's private email or mobile number to arrange lessons (unless you have permission from the relevant Head of Year, Fiona Parsons or Tracy Preston in the US or Karen Thomas in the LS)
- Only use Canvas as an online videoconferencing platform for lessons and setting work unless agreed by the DSL and relevant SLT member (LS are permitted to use Newrow & the LS SEND team can use Zoom)
- Families have been informed to not request a teacher's private email or personal mobile number, or communicate via social media accounts
- Private arrangements should not be made to contact students, these need to be arranged via your line manager and relevant pastoral staff
- Private arrangements should not be made for either parents/carers or students to video chat with the teacher outside the pre-arranged lesson slot without permission from a member of the SLT
- In the LS, a parent/carer must be within earshot at all times during the lesson. If the teacher has reason to believe a parent/carer is not within earshot, they have been asked to notify their line manager after the lesson
- Families have been informed not to record or take screenshots of any of the online lesson
- Teachers may record lessons in order to share lessons with those who are unable to attend the online live lesson. If a student does not wish to be recorded but would like to attend the live lesson, they should be advised to switch off their camera.
- Families have been informed not to share the recorded lesson sent by the teacher or any photos of children or staff with others

Respect personal boundaries

The online learning environment should respect the same boundaries as the classroom in our school. Being in your own home can make this harder to remember. Our teachers are aware of this and the student should be made aware of this too.

- Dress appropriately, as you would for a face-to-face lesson
- Families have been advised to use a family space for the lesson, and avoid children using a bedroom unless a parent or guardian is present or it is the most practicable working space for the child; this is likely to be the case for US students in which case parents and guardians have been encouraged to keep the door open
- Please ensure no personal/inappropriate information is in shot (this could include phone numbers, etc)
- If the teacher feels the student (or parent/carer) hasn't met the standard of behaviour expected in a school environment, in spite of prompting, or is concerned about something (inappropriate dress or language, for example), the teacher will stop the session or use the mute camera/microphone function, and then contact the parent/carer later to discuss and help resolve any issues

Unusual situations

- If an unusual situation arises, for example regarding the location of the lesson, notify the DSL (Tracy Preston) or Deputy DSLs (Fiona Parsons or James Griffiths) as soon as possible
- If at any point you or the student feels uncomfortable, end the lesson immediately
- Reporting of any safeguarding concerns is the same as specified in The King Alfred School Safeguarding Children in Education Policy (September 2019) and the interim addendum
- Any concerns can be addressed to the Designated Safeguarding Lead Tracy Preston or the Deputy DSLs Fiona Parsons (US) or James Griffiths (LS) in her absence

