SAFEGUARDING GUIDANCE FOR STAFF WHEN CONDUCTING ONLINE LESSONS

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Member of staff responsible for the policy	Lois Kelly
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Signed by Principal	
Signed by Chair of Governing Body	
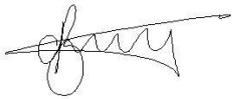
Mission Statement

The Ladder School is a safe, well ordered and caring environment for learning. It delivers high quality education to all its students and supports them to develop their individual potential for growth, self-worth and self-control.

High quality outstanding teaching, and clear and consistent guidance and support facilitates students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs. Our purpose is to support every student to develop their true potential, make positive contributions to their families and find fulfilment in employment.

Values

1. Alternative Provision doesn't mean a dumping ground…it's mainstream with the reasonable adjustments to succeed
2. High standards and high expectations are incredibly important and are the corner stones to a successful school
3. The Ladder School should become the go-to place for educators from across the country to see best practice
4. Good simply isn't good enough
5. Learning is about a journey and there is more than one way to get to the destination
6. Qualifications, manners, respect and opportunity should be the foundations for students that need a second chance.

School Ethos

High Standards	Daring to Dream	Traditional Values	Success	Personalised Support

High standards – students are pushed to achieve beyond their potential, and staff work to ensure everything that we do is better than people expect.

Daring to Dream – students at The Ladder School may have been in an educational setting where they lacked aspiration to be successful, at The Ladder School we challenge students to reach their potential and go on to further education and employment.

Traditional Values – some things often get forgotten in education, at The Ladder School we pride ourselves on mutual respect, good manners, making a positive contribution, supporting one another and an orderly, litter free environment.

Success – can come in many virtues, at The Ladder School we celebrate the small steps every day and tell students when they are doing well. We ensure that students can have a successful future.

Personalised Support - all students at The Ladder School have a Learning Coach who guides them, sets them bespoke targets and supports them in making social and academic progress.

PURPOSE

- During the COVID-19 outbreak, provide staff with additional guidance when conducting online lessons and tutorials

GUIDANCE TAKEN FROM

- DfE: Adapting teaching practice for remote education published 5th May 2020 (updated 21st May 2020)
- DfE: Remote education practice for schools during coronavirus (COVID-19) published 5th May 2020
- DfE: Guidance for schools and colleges to support them keeping children safe, including online, during the coronavirus (COVID-19) outbreak published 27th March 2020 (updated 20th May 2020).
- DfE: Teaching online safety in schools published 26th June 2019
- NSPCC: Undertaking remote teaching safely published 21st April 2020
- Guidance from the UK Safer Internet Centre on remote education
- Safeguarding guidance from London grid for learning (LGfL)

TO BE USED IN CONJUCTION WITH:

- Safeguarding policy (COVID update) May 2020
- Behaviour policy (COVID update) June 2020
- Staff/ pupil/parents or carers Acceptable Usage Policy (COVID update) June 2020

PROPOSED ACTION / RESPONSE

It is understandable that some staff are anxious about holding tutorials or small group interactions online. The following advice is for all staff to ensure that you are confident to conduct online learning with pupils and feel that this is a safe environment for you to work

- All staff and pupils have signed the new acceptable usage policy and are therefore aware of how they should conduct themselves in online learning
- Parents have been notified of the expectations of this acceptable usage policy and agree to comply with the terms
- Only use **Microsoft Teams** or **Google Classrooms** for your online lessons. Only use school-registered accounts, never personal ones
- Don't use a system that your SLT has not approved. If you wish to use alternative software within Google or Teams check with SLT and IT services *before* you use it
- Do not amend the groups or restrictions that have been set up by IT support.
- Decide whether you are going to use the video element for the lesson. You have a choice about whether to turn the camera on or not. Whilst many of us are nervous about doing this it is a good way to connect with your class. For many lessons you would want to share your screen so the pupils can look at what you are talking about, so whilst the camera is on all as the pupils can see is the shared document, which a little like using a visualiser
- Ensure that you are in an appropriate area of the house and that pupils cannot see any aspect of your house that would identify you or your family e.g. photographs. If this is not possible use an online neutral/ work background
- You should ensure you are in a space where you cannot be interrupted, and the lesson cannot be viewed by another member of your household.
- Teachers should follow the staff code of conduct as they would normally do e.g. that conversations remain professional (please bear in mind that it is easier for miscommunication to happen online when nuance can be lost)
- As with all sessions, plan carefully. Review the needs of your pupils and ensure that they can access the learning you will be sharing with them. Remember the pupils are new to learning this way too and they may not pick up new ideas as they would in a classroom. Be prepared to answer more questions and go over explanations a second time
- Be sure that you understand how to use the different functions on Teams or Google. If you do not know how to use all of the elements attend some free online training, share information in your online subject meetings or ask a member of the IT services team
- If you are particularly nervous, arrange to 'team teach' a couple of sessions with another more confident colleague. You can then help each other out if things do not go as planned. It may help if one of you presents and the other responds to the questions uploaded and watches the pupil's behaviour
- Always make sure that your 'lessons' are scheduled and that other staff (e.g. line manager know that they are taking part and with which group). If possible, invite them to join so that they could 'pop in' for a minute or two, like they would in a regular lesson, just to make sure everything is working ok

- Do not engage with 1:1 conversation with pupils unless these have been agreed by SLT and the parent of the child (see separate advice). At the end of lessons make sure that all participants leave the 'chat' and that you know how to end their participation if they are reluctant to hang-up
- If anything goes wrong or you feel uneasy then talk to your line manager or safeguarding lead, exactly as you would if you were in school
- Do not rush it, plan basic sessions until you are comfortable with the technology and then build on what you can do. If it helps pre-record an explanation so that you can just play the audio to the pupils or share your desktop and talk to then about a PowerPoint that they can look at rather than looking at you. If you do not understand the system, if it will not be safe or reliable, if teaching won't be enhanced, don't do it yet
- Start every lesson by referring to the AUP agreements and the etiquette of your session, much like you would at the start of term, when you remind pupils for several lessons about seating plans and classroom expectations. This will become the 'new normal' quickly and you will not have to remind them so often.
- The etiquette can vary from teacher to teacher just as it would in your own classroom, just be clear with pupils about what you expect, and they will follow your lead. Just be prepared to show them how to do whatever it is you ask of them. E.g. muting microphones when not talking or pressing the 'hands- up' button at certain times in the session when they can ask questions.
- The lesson should not be recorded by pupils, this is part of the AUP. If you think that this has happened, then talk to a member of SLT and they will use the amended behaviour policy to follow the incident up
- If a pupil is misbehaving or stopping the session from running smoothly, follow the new behaviour policy which states that the student will receive an X on their tracker and if persistent disruption continues they will be removed from the lesson.
- If you have any safeguarding concerns, contact the Designated Safeguarding Lead immediately on 01922 285848

FURTHER CONCERNS

If this advice does not answer all of your questions, please contact:

- Your direct line manager
- The IT services support in your school/ academy
- Your Headteacher or Principal

Action   *Leadership Teams to share with appropriate staff*

LINKS / REFERENCES / FURTHER READING

In addition to the guidance at the start these resources support parents and carers to keep their children safe online:

- Thinkuknow provides advice from the National Crime Agency (NCA) on staying safe online
- Parent info is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- Childnet offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- Internet matters provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- London Grid for Learning has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- Net-aware has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- Let's Talk About It has advice for parents and carers to keep children safe from online radicalisation
- UK Safer Internet Centre has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services