

CHS: Safeguarding processes for conducting online communication / distance learning

This document should be read in conjunction with the following policies

- P0001 CHS Staff Code of Conduct
- A002 Trust Data Protection Policy
- P003 Trust Guidance for safer working practice for adults working with children and young people
- A0007 CHS Digital Learning Policy
- S017 CHS Safeguarding Policy



Chorlton High School will use live streaming where we feel that it's use is appropriate and beneficial to students. We will always seek to create a safe environment for young people, and we will need the support and cooperation of both parents and students to ensure this happens.

Parents will;

- Provide school with their own email address so that students can access the platform.
- Provide school with written consent.
- Ensure that student devices are set up in an appropriate area of the home, eg living room or dining room, not in bedrooms.
- Ensure that their child (and anyone else who is present during the session) is dressed appropriately.
- **Report any concerns they have to school.**

Students will;

- Ensure that devices are set up in an appropriate area of the home, e.g. living room or dining room, not in bedroom.
- Ensure they are appropriately dressed for the session.
- Behave at all times in accordance with the Chorlton High School Code of Conduct, ensuring that all are made to feel Respectful, Safe and Happy.
- Not record the sessions.
- Not share details of log in to sessions with any other person/student.
- Not respond to contact requests from people they do not know.
- **Report anything they see or hear that is upsetting or inappropriate to either their carer, their teacher or school on 0161 882 1150 or by emailing staysafe@chorltonhigh.manchester.sch.uk**

Teachers will;

- Consider which platform to use, ensuring that the one chosen allows restrictions of audience and that they understand fully how the system works.
- Book sessions via the school diary and agree with their Line Manager nature and content of sessions.
- Ensure that all sessions are logged.
- Ensure written consent has been obtained from the parent.
- Ensure devices are set up in an appropriate area of the home, e.g. living room or dining room, not in bedrooms.
- Ensure they are wearing appropriate clothing.
- Use their school email account for the session.

- Always deliver sessions in pairs, with another teacher.
- Invite students to register to watch the stream and issue a log in and password.
- Remind students of the on line streaming agreement and agreed code of conduct.
- Be familiar with the privacy settings and know how to report any offensive or abusive content.
- Be sensitive to the needs of individual students and children who may be sensitive to certain topics or issues that may arise during the live stream.
- Record all sessions for safeguarding purposes.
- **Report any safeguarding concerns to the DSL, as per school reporting systems.**