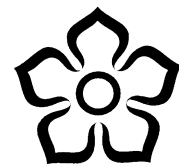


# SAFEGUARDING CHILDREN IN EDUCATION



## Blended Learning & Online Safety Policy

Date of policy: November 2020  
Review date: November 2021



Leicester  
City Council

## 1. Rationale

1.1 Moat Community College understands that there will be valuable opportunities for staff to enrich the curriculum or their pastoral guidance by blending traditional classroom learning with the use of online technologies to enhance academic and social development.

1.2 However, the best interests of children should always come first, and it is absolutely essential that the use of these technologies is at all times informed by the existing Keeping Children Safe in Education (KCSIE) practices policies and procedures.

1.3 Attention is drawn to the particular relevance of the following policies:

- Anti-bullying
- Code of Conduct
- ICT and E-safety
- Safeguarding and Child Protection
- Site Security

1.4 It is very important that all staff who interact with children online remain observant for signs that a child may be vulnerable, distressed or at risk and report their concerns to a DSL in accordance with existing school safeguarding procedures. The college strongly advises that parents regularly monitor their children's online activity.

1.5 The appropriate data protection and GDPR procedures and requirements will be observed and the college will obtain consent from parents or carers for the use by their children of the technologies covered by this policy.

## **2. Details of intended use**

### 2.1 Telepresence

Telepresence is the use of videoconferencing software to communicate either directly or indirectly with students in the course of their studies and pastoral guidance. This includes the use of pre-recorded materials whether they be created by Moat staff or third parties.

Videoconferencing software can be a very useful method of communicating with students. However, its use requires careful thought, planning and management to ensure the safety of all those involved.

Microsoft Teams (Teams) will be used by staff for the delivery of all telepresence lessons, tutorials or webinars. Staff will use only authorised college accounts for the delivery of Teams lessons, meetings or webinars.

As well as lessons, all live Teams meetings, including governance meetings & panel hearings, from an authorised college account will also be recorded to safeguard participants and to ensure that relevant college policies are being followed. Participants should be made aware that the meetings will be recorded and consent should be sought from all participants prior to the meeting taking place.

In lessons, the use of Teams with students is strictly limited to audio only, so that students are not able to see each other during the course of the sessions. Students will need to be able to see the teacher and any resources used.

### 3. Guidance for Blended Learning

When delivering classes, tutorials, meetings or webinars using telepresence technologies for student blended learning or pastoral development;

Staff must:

- use Teams as the software platform for telepresence sessions.
- use only authorised school Teams accounts.
- log all sessions as instructed by senior staff.
- ensure the same professional approach to behaviour, language and personal appearance as that normally expected under the staff code of conduct.
- use professional judgement to ensure that quality, appropriateness and effectiveness of learning is maintained.
- inform participants that sessions will be recorded
- ensure that plain or nondescript background are always deployed where webcams are used by staff.
- ensure that all pre-recorded video material is of a high quality and is age-appropriate.
- wherever possible, deliver sessions from either school or a location that is likely to maintain your own privacy.
- restrict the use the use of Teams with students to audio only, so that students are not able to see each other during the course of the sessions. Students will need to be able to see the teacher and any resources used.
- mute students who are taking part in lessons from home.
- disable or control the ability of students to use any chat features available in the software.
- maintain the same high standards and expectations of student behaviour as they would for any onsite school-based activity.
- employ all available security settings including when necessary the use of prior registration for all participants.
- report any safeguarding concerns immediately to a DSL in accordance with school policy.

Students must:

- participate as directed by staff.
- use only their own credentials and invites to gain access to sessions.
- ensure that any device used to participate in online sessions correctly identifies their identity by providing their full name.
- always conduct themselves with respect for others and accordance with the normal school rules governing behaviour.

If parents/carers are present in the same room as students who are working from home, they must identify themselves through the written chat facility.