



Remote learning Safeguarding Policy

Manor Hall Academy Trust and Shenstone Lodge School are committed to ensuring that all staff and pupils are safeguarded what engaging with remote learning and using digital educational platforms. The following policy highlights the steps that the Trust and its schools should take when planning and delivering remote learning sessions.

1. Always use school channels to communicate – never use your own personal platforms such as Facebook.
2. Be familiar with expectations set out in the code of conduct and social media policy.
3. Always ensure that children are not identifiable to the public in comment sections or through uploading their documents etc.
 - a. If you allow pupils to comment, tell them they should only talk about school work in the 'Stream' and that you may 'mute' them, i.e. stop them from posting or commenting (see below), if they post anything that's inappropriate or bullying in nature.
 - b. Give parents the chance to opt out of their child posting in the 'Stream' too. If they opt their child out, mute them.
4. If you are using a platform which allows pupils to chat then ensure that you moderate it and remove any comments which are inappropriate, are a distraction to learning or could be bullying.
5. If you are delivering a learning session, then you should;
 - a. Sit against a neutral background
 - b. Avoid recording in your bedroom where possible (if that's not possible, use a neutral background)
 - c. Dress like you would for school in a professional manor
 - d. Double check that the tabs you have open are appropriate for children to see for school – no pyjamas!
 - e. Double check that any other tabs they have open in their browser would be appropriate for a child to see, also if you are sharing external links such as YouTube – ensure that the other links on that page are appropriate
 - f. Use professional language
6. If you are deliving a live session and pupils are visable then;
 - a. Ask pupils to also be in a shared space in their house, rather than in their bedroom.
 - b. Ask them to dress appropriatey - no pyjamas
 - c. Remember you can mute them, or ask them to turn their cameras off if required.
 - d. Ask parents who'll also be there to be mindful that other children might see or hear them and anything in the background.

7. If you are recording a session, then you need to keep a log who was on the video call and get parental consent to record the session.
8. If you are phoning or video calling pupils, then;
 - a. Only call through a parent's phone unless this poses a safeguarding risk and ensure parents are aware and agree.
 - b. Call in school hours
 - c. Record the date and time of the call and take notes of what was discussed.
 - d. Make sure another member of staff is aware of the call, or ideally present too.
 - e. Have a parent there at the child's end and consider using speaker phone.
 - f. Do not use your own phone or block your number so parents don't see it.