

## Safeguarding and Online Learning Guidance

**Update 06.01.2021**

The Castle School are committed to the Safety and Welfare of all students and staff.

These guidelines are to ensure the safety of both students and staff and have been produced inline the West Berkshire Child Protection and Safeguarding Policy Addendum 2 which all staff are required to read.

The addendum makes recommendations in relation to online learning and online communications between staff and students during COVID-19 school closures. The guidance below has been produced in response to this and in consideration of the social, communication and learning needs of the students and safety and welfare of all staff.

- Staff must not use personal email addresses or personal phone numbers to contact parents.
- Communication with pupils should be via parent/carer unless otherwise agreed with parent **AND** SLT (for example for WOW+ pupils).
- Staff must not communicate through social media platforms such as Facebook, SnapChat, Instagram or WhatsApp.
- Staff should use recorded sessions to be shared online and keep these recordings where possible.
- Where staff are appropriately using conference platforms such as ZOOM or Microsoft Teams, these must be recorded and the recordings kept.
- Parents must consent and be made aware that recordings will be kept of sessions. Parents or a second adult from the school staff must be present during the session.
- Teachers must send the Session login details to their SLT Lead.
- If the number of adults present in the session reduces to less than two (for any reason) the session needs to be stopped. Your SLT Lead must be notified of this. This is to ensure auditability for safeguarding purposes.
- When contacting pupils from their homes via conference platforms such as ZOOM or Microsoft Teams, staff should 'blur' out backgrounds or place themselves in front of a clear background so as not to inadvertently share information about their personal lives. Pupils should be encouraged to sit in front of a plain or blurred background.
- Recordings of ZOOM meetings must be saved onto school central server <https://castleberks.sharepoint.com/sites/VideoCommunicationArchive>
- Staff must adhere to the Code of Conduct in relation to appropriate behaviour and communication with pupils.

**If any concerns are raised, you must ensure that these are recorded following the usual Safeguarding procedures on MyConcern.**

If you have any questions or need clarification please contact Caroline Whitlock.