

## Live Remote Learning Sessions Guide C: Safeguarding

### Rationale

The addendum to the updated Safeguarding Policy covering safeguarding at WGS during the Covid-19 pandemic addresses the safe use of audio sessions involving on roll students at WGS with their teachers.

WGS does not subscribe to one particular package. This addendum is intended to cover the use of learning software in general but currently specifically only for audio presentations.

The amended Behaviour Policy for WGS applies to audio learning situations and breaches of that policy or this addendum will be investigated as the situation allows and dealt with seriously.

### Acceptance of and agreement to this addendum

Students and parents have already signed an ICT Acceptable Use Agreement. This continues to be the underlying agreement for continuing access to and use of IT at WGS.

***The student and parent have agreed to the protocols in this addendum when the student signs in for their first session. There is no need to send email agreement back into school as an indication of agreement to the protocols***

Staff will:

1. Invite all students using WGS emails only
2. Ensure each invitation is password protected
3. Report any safeguarding issues to the Designated Senior Lead in the usual way
4. Ask any unauthorised user to leave the session and terminate the session if the unauthorised user does not leave when asked to
5. Conduct the lesson in an appropriate space within the home
6. Deliver all lessons via Microsoft Teams
7. Will lead the session and..
8. ...will mute microphone throughout the session but
9. ...will invite students to participate and unmute microphone as appropriate

Students will:

1. Only use their WGS emails for connecting to Microsoft Teams and for any other Microsoft Teams related enquiries
2. Never share session details or passwords
3. Always use their given school names in sessions and not a nickname
4. Never make a personal recording of the session
5. Ensure they are in an appropriate place to do the session
6. Report any safeguarding issues to their teacher or parent immediately after the session
7. Conduct themselves in an audio session as they would in a face-to-face session at WGS i.e. observing the agreed Safe, Respectful and Ready to Learn rules
8. Follow instructions from staff at all times
9. Only use chat facilities when asked to by the host of the Teams session
10. Leave the session immediately if asked to

Parents will:

1. Ensure sessions take place in communal areas in the house
2. Ensure that interactions between household members which may be picked up during the session are appropriate
3. Ensure that their child understands the expectations indicated in the “Students will” section of this document
4. Recognise that every session is delivered securely via Microsoft Teams
5. Report any safeguarding concerns to [wgssafeguarding@wgsnitney.org.uk](mailto:wgssafeguarding@wgsnitney.org.uk)

With some platforms used by the school, there is an age limit that restricts the use of under 13's. This restriction exists because it is illegal for companies to gather certain information and data on minors without parental consent. In these cases, where parents agree to their use, parents can sign up their children using their own details, then alter their screen name to the child's full name. This is also a recommendation for parents of students of any age to do, as it is safe internet practice.

V1 created 08/06/20

V2 Updated 09/06/20 – including use of platforms with GDPR age restrictions

V3 Updated 09/10/20 – amended to reflect the use of Microsoft Teams