**SAFEGUARDING**

**PRINCIPLES AND PRACTICE**

**IN AN ONLINE SETTING**

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January 2021

**Principles**

* All issues relating to online Child Protection (CP) should be dealt with in the same way as for face to face teaching, i.e. all CP issues must in the first instance be referred to the base school Child Protection Officer(CPO). This is usually the HT of the school or the e-Sgoil HT who is the designated CPO.
* The young person’s local authority Child Protection policy will be the reference point for all matters relating to CP. (Appendix 1)
* All e-Sgoil staff are required to access annual safeguarding training and keep abreast of Child Protection policy updates
* The [CNES Child Protection Policy](https://www.cne-siar.gov.uk/media/14736/outer-hebrides-inter-agency-child-protection-procedures-2018.pdf) is the reference point for all staff working in CNES schools, including e-Sgoil.

**Practice**

Staff must:

* ensure that learners are always supervised in an online lesson.
* establish protocols and expectations of acceptable conduct from the outset. (Appendix 2)
* not change the default lobby settings and should monitor meeting participants to ensure that only the intended audience is present
* carefully manage the sharing of presenter rights with learners
* take due consideration of how they present themselves on screen
* ensure that the angle, focus and zoom facility of the camera is used to maximise the learning experience and to ensure the privacy of others
* apply a background effect so as to ensure privacy
* ensure that the online lesson meeting remains open and visible when they are engaged in a 1:1 or small group conversation in a separate meeting
* notify all pupils/parents and schools of any cancelled classes or change in arrangements

**Recording of lessons**

Recording of lessons will only ever be undertaken for educational, assessment or safeguarding reasons. Other than for assessment purposes, recordings of class lessons will avoid capturing pupils, with the focus being on a shared screen or the classroom teacher. The sharing of class recordings must be restricted to the members of the class and pupils should be clear on their pupil contract obligations. (Appendix 3)

Where practical, staff should try to avoid a one to one situation with a pupil online. Where it is judged that a pupil needs to discuss a serious issue, an arrangement can be made for another time online with two members of staff present in the meeting. Where this is not possible, and a one-to-one conversation goes ahead then the audio must be recorded and the pupil needs to be aware that this happening. If a pupil refuses to either have another person present or to the have the conversation recorded, then the teacher must refer the matter to the pupil’s home school CPO.

Where staff have pre-arranged one to one lessons with pupils online, such as music instrument tuition, the audio must be recorded. Pupils and parents/guardians need to be aware that this happening with appropriate permissions in place.

Where staff find themselves in a one to one situation with a pupil online, the audio must be recorded. Pupils need to be aware that this happening and agree to the recording.

**FAQs**

1. **What do I do if a pupil joins the class from an inappropriate location?**

Ideally pupils would log into the class from a public room in their home. In some circumstances this may place an unreasonable burden on family spaces. Pupils must apply a background effect so as to respect the privacy of others in the room. Teachers can turn off a pupil’s camera if there is ever an issue.

If issues persist, pupils should be advised that they will not be allowed to continue to access lessons unless they find a more appropriate location to join the class from.

Staff should assess each situation and confer with their line managers if there is ever an ongoing issue.

1. **A pupil speaks or behaves inappropriately in the online classroom, how do I react?**

All the normal standards of behaviour apply in the online classroom. Pupils should be dealt with in the same way as they would have been if the incident had taken place in a normal school environment. Pupils should be reminded of the expectations outlined in the pupil contract. Teachers can hard-mute a pupil’s microphone where necessary.

Where possible, staff should work in partnership with the in-class facilitator and refer the issue to receiving school if necessary.

1. **A pupil shares something inappropriate on their screen - what do I do?**

Screen share permissions should only be given to pupils under certain circumstances e.g. presentations or sharing pupil work.

Should something inappropriate be shared, teachers should immediately take control of the screen and if necessary use the management console to eject the offending pupil. Both e-Sgoil and local school SMT should be given details of what has happened.

The teacher must write a full account of what has happened and inform the local school and e-Sgoil CPO.

**Appendix 1 - Other sources of advice/guidance**

[National Improvement Hub – Supporting Remote Learning](https://education.gov.scot/improvement/learning-resources/supporting-online-learning-links-for-practitioners/)

[DigiLearnScot – Practitioner Support for Online Remote Learning](https://blogs.glowscotland.org.uk/glowblogs/digilearn/remote/)

[LGfL - 20 Safeguarding Considerations for Lesson Livestreaming](https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf)

[GTCS – Engaging Online](http://gtcsnew.gtcs.org.uk/web/FILES/the-standards/GTCS_guidance_engaging_online.pdf)

[Microsoft Office Teams –Safety Advice](https://support.office.com/en-us/article/keeping-students-safe-while-using-meetings-in-teams-for-distance-learning-f00fa399-0473-4d31-ab72-644c137e11c8?ui=en-US&rs=en-US&ad=US" \l "ID0EBBAAA=For_educators)

[CEOP – Online Safety Guidance](https://www.ceop.police.uk/safety-centre/)

**Local Authority Child Protection Polices – online links**

[Aberdeen](https://www.aberdeencity.gov.uk/services/social-care-and-health/child-protection/child-protection-guidance-and-materials)

[Aberdeenshire](https://www.aberdeenshire.gov.uk/media/19531/book3-practice-guidelines.pdf)

[Argyle and Bute](https://www.argyll-bute.gov.uk/abcpc)

[Comhairle nan Eilean Siar](https://www.cne-siar.gov.uk/media/14736/outer-hebrides-inter-agency-child-protection-procedures-2018.pdf)

[Highland](https://www.highland.gov.uk/downloads/file/162/child_protection_policy)

[Orkney](https://www.orkney.gov.uk/Service-Directory/S/child-protection.htm)

[Moray](http://www.moray.gov.uk/moray_standard/page_90286.html)

[Shetland](https://www.safershetland.com/assets/files/Aug-2015---Shetland-inter-agency-Child-Protection-Procedures.pdf)

**Appendix 2 - Contract for use with online classes**

**e-Sgoil pupils must:**

* only communicate with teachers and peers within the GLOW environment
* be punctual for all lessons
* access the files for each lesson in advance and have the materials to hand
* ensure that they have all power adaptors, laptops, headphones, screen connections to hand before each lesson begins
* use headphones, where possible, to improve sound quality and keep the dialogue between the pupils and teachers private
* submit all assignments on time in accordance to the agreed protocols
* dress appropriately for all classes, thinking about modesty and respect for others
* apply a background image so as to ensure privacy
* ensure the location they log in from is appropriate
* contribute to the class in a positive manner and not be disruptive at any time
* show respect for everyone in the online classroom
* not capture or share recordings/images of the lesson

**Appendix 3 - Recording Permission Slip**

**Recording of e-Sgoil Lessons**

Please note that e-Sgoil lessons may be recorded under certain circumstances. Recording of lessons will only ever be undertaken for educational, assessment or safeguarding reasons. These recordings remain the property of e-Sgoil and will not be shared with any other body unless a Safeguarding concern requires investigation. Recordings will not be shared out with the class and will be stored securely.

**Pupil name:** ………………………………………………………………………………………….

**School:** ……………………………………………………………………………………………….

**Class:** ………………………………………………….

I understand that the e-Sgoil lessons my child is taking part in may be recorded.

I give my consent for this to happen.

**Name of Parent/Guardian:** ………………………………………………………………………..

**Signed:** ……………………………………………………………………………………………….

**Date:** …………………………………………………

**Signature of pupil:** …………………………………………………………………………………

This form is available as an online form here.