

Safeguarding and Protocols

Safeguarding “Live Lessons”

Please be aware that students will not be allowed to take part in live lessons, until we have written consent from parents/guardians.

- Staff and students should have their cameras turned on and students should blur out their background
- Students must wear suitable clothing (no pyjamas), as should anyone else in the household. It should be in an area with as few interruptions as possible
- Any computers/tablets used should be in appropriate areas, for example no bedrooms and the background should be blurred
- Students must mute their screen at all times so that staff can't hear any noise from students or from the student's family. If staff do hear any inappropriate language this will be reported to the Head of Year or safeguarding team following usual procedures
- The live class will be recorded so that if any issues were to arise, the video can be reviewed by the behaviour team and or SLT
- The lesson will be automatically saved in the Team so that students can watch it after the lesson if required.
- Language must be professional and appropriate
- Staff will download the attendance of any sessions held
- Students will not be able to share their screens unless requested to by the teacher
- The individual chat function can be disabled during the lesson by the member of staff. However, staff may wish to encourage questions from pupils using the chat function
- Any chat messages sent and received will be kept in the Trust's audit logs
- Staff must not remain in the virtual classroom 1 to 1 at the end of the lesson. The lesson will end by ending the call for all
- If the lesson ends unexpectedly due to a staff computer issue (frozen screen etc), students should join the lesson again through the lobby. Please wait up to 10 minutes for the lesson to restart
- Senior Leadership Team or Learning Directors will drop into lessons
- Lessons set up must include a meeting room/lobby to ensure only students meant to be in a lesson are in attendance
- If students are not meeting our expectations during the live lesson, then they will be removed from the lesson and this will be referred to the behaviour team.
- Any student who screen shots or posts any part of the live lessons on social media will be sanctioned by the behaviour team and face potential exclusion from school