



Remote Learning Safeguarding Procedures

Date: 25.01.21

This agreed school practice is taken from guidance referenced in the DFE document 'Safeguarding and remote education during coronavirus (COVID-19)'. As of 14.01.21, the document was last updated on 6th October 2020.

Further guidance for staff

In addition to this document, further guidance on teaching online safety in schools can be found at <https://www.gov.uk/government/publications/teaching-online-safety-in-schools>. This provides information to help schools ensure their pupils understand how to stay safe and behave online.

Further to this, school staff can access the free Professionals Online Safety Helpline (<https://swgfl.org.uk/services/professionals-online-safety-helpline/#contact>) which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email helpline@saferinternet.org.uk. The helpline is open from Monday to Friday from 10am to 4pm.

1. Communication with parents and pupils

- Staff should only communicate with pupils using school channels i.e. Bitham Brook Google Classrooms, the school phone, school email addresses. Staff should not communicate with parents using their own personal channels e.g. they shouldn't talk to parents using their personal Facebook accounts, or contact pupils using their personal email addresses or phone numbers.
- Parents should contact their classroom staff via the class google classroom
- All other enquiries should be sent to admin@bithambrook.wilts.sch.uk

2. Uploading Resources to Google Classroom

- Google Drive will only be visible to users in the school. Furthermore, assigned work on Google Classroom is only visible to the children it has been set to and the staff who are running the specific Google Classroom. However, when uploading resources, staff will still take care not to identify pupils e.g. names, comments, pictures. For example, work will be labelled: fractions1 / fractions2 / fractions3.

3. Communicating in Google Classroom

- Pupils are allowed to post and comment in the communication 'Stream' (if you disable pupil comments in the 'Stream', pupils will still be able to respond to feedback from their teacher on work they've handed in – they just won't be able to post on the 'Stream' page)

To disable pupil comments in the 'Stream':

1. Open your class in Google Classroom
2. Click 'Settings' (the cog icon)
3. Scroll down to 'General'
4. Click the drop-down option to the right of 'Stream' and select 'Only teachers can post or comment'
5. Click 'Save'

- Pupils should only talk about school work in the 'Stream' and they will be muted (i.e. stop them from posting or commenting) if they post anything that's inappropriate or bullying in nature. Staff may set up monitored social time at the beginning of first lesson of the morning where children will have a short opportunity to message the class e.g. to say 'good morning'.
- Parents should be given the choice of opting their child out of the stream.

To 'mute' a pupil:

1. Click on a class in Google Classroom
2. Click 'People'
3. Next to the pupil you want to mute, check the box
4. Click 'Actions' > 'Mute'
5. Click 'Mute' again to confirm

To delete inappropriate or bullying posts or comments (you'll still be able to view them if you need to use them as evidence – see below):

1. Go to the class
2. Find the post or comment you want to delete
3. Click 'More' (the 3 dots) > 'Delete'
4. Click 'Delete' again to confirm

To view deleted posts and comments:

1. Go to the class
2. Click 'Settings' (the cog icon)
3. Next to 'Show deleted items', click 'Show' to toggle on
4. Hide the deleted items again by clicking 'Hide' to toggle off
5. Click 'Save' to save your changes and return to the 'Stream' page

4. Using Google Chat and Google Meet

- If directed by the teacher, pupils are allowed to communicate in google chat to support their learning and ask questions of the teacher
- Staff should aware of the potential for this to distract from learning or even be used for bullying. Misuse, will be covered by the school's usual expectations for behaviour.

To [turn off Google Chat](#), you need to be an administrator. From the Admin Console Homepage, go to:

1. Apps > G Suite > Hangouts Chat
2. Click 'Service status'
3. To turn chat off for everyone, click 'Off for everyone'
4. Click 'Save'

This will turn off the chat function for everyone – staff and pupils. If you just want to turn it off for pupils, follow the more intricate steps [here](#) (particularly step 5).

- Teachers need to ensure that they are first into meeting so that they are the host. A blue shield will appear on the screen (bottom left) to indicate the teacher is the host and a pupil has not entered the meeting before them.

5. Teachers and staff communicating via Google Classroom when working from home

If not in school due to Covid-19 regulations, staff should:

- Sit against a neutral background
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
- Dress like they would for school
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen (it is better to close all tabs not needed for the lesson)
- Use professional language
- Keep a log of live lesson and video calls and when they occurred
- Make a recording so there's something to go back to later on if you need to. To do this, the teacher should click on the three dots in the bottom right-hand corner of their screen and choose 'record meeting'. An audio of recording will be made and saved in Google Classrooms. This will not be accessible to pupils. (The school needs to communicate this to parents and inform them it is for school records only.)
- At the end of the lesson, children will be asked to leave the meeting. If children still remain in the meeting, the teacher eject them to ensure that all children have left and can't continue to use the meeting to communicate.
- To end the meeting, the teacher will stay in the meeting and use the cog (top right) to hide and reset the meeting code. Once hidden and the code reset, the teacher will then end the meeting.

Pupils should:

- Be in a shared space in their home
- Dressed and not in nightwear or pyjamas

Parents should be:

- Be mindful that other children might see or hear them and anything in the background.
- Be mindful that they need to adhere to the school's protocols for supporting their children in online, live lessons. (See Appendix 1)

To [record](#) in Google Meet:

1. In the meeting, click 'More' (the 3 dots) > 'Record meeting'
2. Wait for the recording to start
3. When you finish, click 'More' > 'Stop recording'
4. Click 'Stop recording' again to confirm
5. Wait for the recording file to be generated and saved to the Meet Recordings folder. The meeting organiser and the person who started the recording will also get an email with the recording link

(You'll need to be using the computer version of Meet to record.)

6. Videos on YouTube

If staff, not in school, are recording videos to share through YouTube:

Staff need to:

- Record against a neutral background
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
- Dress like they would for school
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen

- Use professional language
- If staff have a personal account, ask them to set up a separate work account.
- Set their videos to 'Unlisted' so that only people who have the link (e.g. parents who you've emailed) will be able to see the video
- Set the audience as 'Made for kids', so that adverts won't appear at the start of the video, and comments will be disabled

When uploading videos to YouTube:

1. Under 'Audience', click 'Yes, it's made for kids'
2. When they get to the 'Visibility' step, click 'Unlisted'

Appendix 1 - On-Line Learning – Protocols

To ensure our children get the most from their on-line learning please adhere to the following protocols:

- It is strictly prohibited to record/photograph any online lesson or part there-of, this is vital to ensure lessons can be provided and not breach safeguarding considerations. This will not be tolerated and access will be withdrawn with immediate effect.
- We encourage you to support your own child's learning but can we please ask all parents/carers to refrain from making any comments during the on-line lesson (verbal or written). If you would like to comment or discuss any concerns, please contact the school in the normal way.
- The Chat/Stream facility is only to be used by the children, and only for matters related to the on-line lessons i.e. to respond to their teacher and for learning related questions and answers.
- The on-line lessons are for those children who do not attend school, any parent/carer whose child is in school that joins the on-line lesson will be removed from the session immediately.
- For younger children we would ask, wherever possible, that parents/carers are at hand during the on-line lessons to support their child/ren.
- Please only use the School ID to access Google Classrooms, access will not be granted to the on-line lesson if any other Google account ID is used. Please contact the School if you need your password details/ or for them to be reset and this will be sorted as soon as possible.
- Please ensure all children access the on-line learning promptly and stay for the duration of the lessons (they are each scheduled for 30 minutes maximum).

In the event of a breach of the above we will issue a warning to parents/carers and if issues persist, on-line access will be removed.

Bitham Brook Primary School will continue to monitor on-line learning and evolve best practice and protocols through Term 3.