



## Remote Learning Safeguarding Guidelines - 2021

At Emmbrook Junior School, the safeguarding of the children in our care is our highest priority. As we continue to embrace new technology and actively seek out ways to communicate with the children, we have created the following safeguarding guidelines to protect both the children and the staff:

- We will record live learning sessions so that they can be viewed by children at a later time as well as for safeguarding purposes. This is so that if any issues were later to arise, the video can be reviewed.
- Recordings will be saved within Year Group Teams for viewing purposes only. **No child or adult within or outside school have the permission to share or distribute these videos.** Any breaches of this will be taken very seriously indeed.
- If parents do not consent to their child being recorded in a live session, they have the right to decline the session invitation or limit their child's participation to 'audio only' (so the video option is turned off).
- Every online session delivered will have more than one member of the Emmbrook Junior School staff present at all times.
- All staff members and children participating must be fully dressed and wearing appropriate clothing, as should anyone else in the household who may come into view on camera.
- Any online meetings should be held in appropriate areas and where possible, be against a neutral background or using the blurred background function.
- Live sessions will be started promptly according to the scheduled time and kept to a reasonable length of time to ensure concentration levels do not wane.
- Language used by all participants must be appropriate, including any family members in the background.
- Should you feel concerned about the content of the session or a situation that has occurred during it, contact a member of the Senior Leadership Team immediately to report it using our [admin@emmbrook-jun.wokingham.sch.uk](mailto:admin@emmbrook-jun.wokingham.sch.uk) email address.
- The use of the chat function is limited to questions about the learning only or responses directly asked for by the members of staff. **Children are not allowed to use it to chat amongst themselves or if their comment is not relevant to the lesson.**
- The sharing of personal information, such as email addresses and phone numbers, in the chat (either by adults or children) must not take place and neither should personal conversations.
- Teachers have a right to end sessions or the session for individual participants if they do not follow the code of conduct.

**We ask that you share the following expectations around remote learning with your child/ren and others in the household:**

- Please make sure that your child is seated somewhere quiet where they can hear the audio and see the screen.
- Children need to arrive promptly to the learning session so it can begin in a timely manner.
- Ensure your child is dressed appropriately as they will be seen by a number of other children and school staff.
- If you do not want your child's image to be seen on screen, please turn your web cam off or cover the camera for the duration of the meeting.
- If the member of staff hosting the meeting raises their hand with a flat palm, or asks for quiet, all children in the meeting must be quiet- this is a learning opportunity and therefore we will follow the school procedures as best we can during this time. It is within the rights of the teacher to 'mute' the session should noise be distracting to the session.
- Please remind your child that they must not use the chat function during a live lesson for socialising purposes or for comments that are not relevant to the learning in the lesson.

- Adults at home – we ask that you do not participate in any school-based meetings unless you have been specifically invited to, including typing comments into the meeting chat. If you have any learning questions about the session, please email the teacher using the Year group email address. Any technical questions need to go to [office365@emmbrook-jun.wokingham.sch.uk](mailto:office365@emmbrook-jun.wokingham.sch.uk)
- Apart from school staff, no child or adult is permitted to record, capture or photograph the screen during a school-based meeting. This is to ensure that we adhere to confidentiality and safeguarding procedures. If we discover that anyone has breached this protocol, your child may not be able to be included in future live lessons.
- Do not share the meeting access details with anyone else who has not been personally invited to attend the meeting.
- Children are not to 'share their screen' unless instructed to do so by the teacher in charge of the session.
- Teachers have a right to end sessions for individual participants if they do not follow the code of conduct.

These expectations are subject to change and will be reviewed at regular intervals.