



# ONLINE SAFEGUARDING CONSIDERATIONS

All members of the community are expected to adhere to all behaviour policies, internal regulations, and other guidelines for behaviour and coexistence of the school, within this distance learning environment. This applies to all interactions and behaviours within the digital environment: online classes by videoconference, interactions by messaging or email, interactions through other applications and platforms. Please click [here](#) for the school's policies.

## LOCATION, TIME AND ATTIRE FOR PARTICIPANTS (STUDENTS AND TEACHING STAFF)

- Online sessions should be delivered from a common space such as a living room and preferably not a bedroom.
- Students must participate in lessons from a table or desk.
- Online lessons should always take place during normal school hours.
- Students should be within earshot of parents/legal guardians.
- Appropriate attire should be worn by teachers (smart/casual) and students (casual, but appropriate for a normal class).

## MONITORING VIRTUAL CLASSROOMS

- Members of SLT are able to enter virtual classrooms in Teams to monitor lessons at any time.
- SEK stores all emails as normal.
- All SEK messaging platforms e.g. Teams chat, or virtual learning environments e.g. ManageBac, can be monitored by administrators.

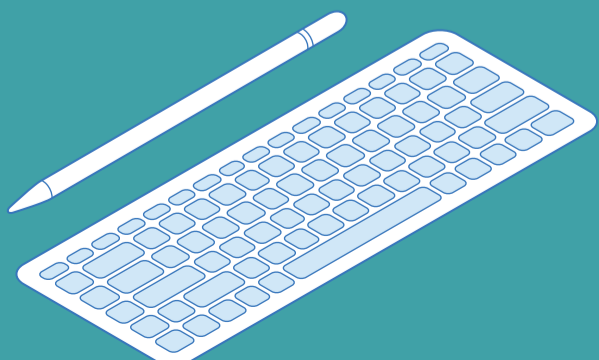
## ONLINE INTERACTIONS FOR TEACHERS, OTHER STAFF AND STUDENTS

- Teachers should establish essential agreements with their students about on-line interactions.
- Normal classroom rules apply about language.
- Students and teachers should not share personal contact details.
- Conversations regarding the student's environment or personal belongings can be seen as intrusive into personal space and should be avoided.
- School staff should protect their own personal data and remove all possible ways of a student seeing them on other platforms or social media.
- Students and teachers should not share, or publish on social media or other digital platforms, any images, videos or other material used in the online lesson.
- Teachers and students should only use the platforms provided by the school, including school email accounts for contacting the students.
- The teacher will be professional, positive and supportive at all times.
- Teaching staff, as group administrators, is the only one allowed to take action over other members of the group when in a videoconference, such as silencing other members, authorizing audio and video, and adding or removing members during videoconferences.
- The members of an online class group are the same that are part of the regular face to face class.  
Additional students or members will not be added at this time.

## WHAT A TEACHER SHOULD DO IF THEY ARE WORRIED ABOUT SOMEONE OR SOMETHING WITNESSED ONLINE?

Contact the tutor or SLT member immediately if:

- There is a safeguarding concern witnessed while online.
- If student becomes distressed during a session.
- If inappropriate or illegal material is shared online.



## VIRTUAL ONE-TO-ONE COUNSELLING

- If it is necessary to have one-to-one counselling sessions with a student, the same principles that apply to in-person sessions also apply to online sessions. Specific considerations might include:
  - There is a safety plan in place for each student, which sets out what action counsellors should take if they think that a student is at significant or immediate risk of harm.
  - Counsellors should report to the student's tutor and Senior Leadership Team if they feel that a student might be developing inappropriate feelings or if they feel that their behaviour might have been misunderstood by the student. The Senior Leadership Team will collaborate to take any required actions.
  - Arrange for a parent to be present at the start of the session and be nearby in case the student needs support, whilst still maintaining the confidentiality of the session.