



HEADLANDS SCHOOL
SINCE 1965

Virtual School Safeguarding Protocol

Written by	Headteacher
Creation date	Summer 2020
Adopted by Governors	
Next Review Date	Summer 2023

Virtual School Safeguarding Protocols

These protocols should be read in conjunction with:

- Headlands School Keeping Children Safe in Education Policy
- E-Safety Policies.

These protocols have been produced in response to the increased use of online / virtual teaching methods.

Introduction

Headlands School is committed to ensuring the highest possible standard of safeguarding. The personal safety and wellbeing of each student and all teaching staff using any form of virtual teaching is paramount.

Our “Virtual School” is committed to delivering high quality teaching and learning through Google classroom, Show my homework, MyMaths and Dr Frost.

Google classroom has the ability (through Headlands Google G-suite) to perform live and recorded content to students. Headlands G-suite includes Classroom, Meet, G-Drive and Gmail and are monitored through our IT structure for both students and staff. No other virtual medium is allowed.

Aims

- a) The aim of these protocols is to safeguard students and staff whilst they are within online lessons / sessions.
- b) This protocol document contains the responsibilities of all persons using Headlands Virtual School, including teachers, students and parents (responsible adults).
- c) It is important that all persons using or working on behalf of Headlands School are aware of these protocols and have familiarised themselves with its contents.
- d) These protocols should be read and understood before engaging in any activity arranged through Headlands Virtual School.

Teaching Staff

‘Live’ and pre-recorded lessons are permitted as long as the following are considered:

1. Ensure that their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent / responsible adult when conducting a session.
2. Virtual content should be produced with consideration to what students are able to view. Sessions either live or recorded should take place in ideally an office environment. Where this is not possible appropriate steps should be taken to provide the security of an office / professional environment. This should consider background appearances and in particular noise. Students should not have access to material which would place the integrity of the member of staff at risk.
3. Teaching staff are NOT permitted to produce material in a bedroom or bathroom.
4. Appropriate working attire should be worn if delivering lessons using any form of web camera.
5. Always ensure language is appropriate and not offensive or discriminatory.
6. Ensure any contact with the student is appropriate to their role as a teacher and confined to the relevant lesson session.

7. Not make any improper suggestions to a student.
8. Not send unsolicited communications to the student or parent / responsible adult.
9. Value and take students' contributions seriously.
10. Report any dispute with a student or parent / responsible adult to Headlands School, in accordance with the Headlands School Keeping Children Safe in Education Policy.
11. Report any inappropriate behaviour or illegal activity identified within a lesson by the student or third party, in accordance with Headlands School Keeping Children Safe in Education Policy.
12. Ensure that if no parent / responsible adult is present during a lesson session that the student is comfortable to continue the session; if not, teachers can terminate the session.

Students

Students will work through Headlands Google suite, Show My Homework, MyMaths / Dr Frost with Headlands specific login credentials. Students should not attempt to access Headlands Virtual School through personal accounts.

Students will:

1. Attend Virtual School in appropriate clothing. (this doesn't need to be a school uniform) but should not include sleeping clothes / pyjamas.
2. Attend Virtual School in an appropriate environment. This should be an environment where siblings and general distracting noise should (if possible) be limited.
3. Students should only use a web camera when they are satisfied that their environment is appropriate to be viewed by both peers and staff at Headlands School
4. Treat the teacher with respect and fairness, and not subject them to abusive behaviour or language.
5. Not make any improper suggestions to the teacher.
6. Have no inappropriate communication with the teacher outside the lesson session.
7. Report any dispute with a teacher to a parent / responsible adult.
8. Report any inappropriate behaviour or illegal activity by a teacher within a session.
9. Not make any attempt to record or duplicate material that has content which includes images, audio or video of teaching staff.
10. Not make any attempt to record or re-distribute material seen or sent through Headlands Virtual mediums to non-headlands accounts. This includes the use of social media accounts and You Tube to record teacher material.

Parent / Responsible Adult

The parent / responsible adult shall:

1. Ensure the student is fully aware of Headlands School Keeping Children Safe in Education Policy and virtual learning expectations.
2. Always be responsible for the welfare and conduct of the student during the session.
3. Always be responsible for the physical environment of the student during the session ensuring it is safe and appropriate. In particular, that they access material sent through the Virtual School in an appropriate situation. Parents should consider if a bedroom is the most appropriate situation for their child to access content and if this provides the most appropriate environment they should check the environment prior to any access of the virtual school
4. If they consider it appropriate, be present or available during virtual lessons so any concerns encountered by the student can be reported as soon as possible and ensure the student and teacher are behaving in an appropriate manner.
5. Ensure that teachers will be treated with respect and fairness by the student and will not be subjected to abusive behaviour or language.

6. Ensure that no improper suggestions are made by either the teacher or student.
7. Ensure the student has no inappropriate communication with the teacher outside the lesson session.
8. Report any unsolicited communications between the teacher and student if appropriate.
9. Report any dispute with a teacher to Headlands School.
10. Report any inappropriate behaviour or illegal activity by a teacher.

Compliance

- a) All persons using Headlands School Virtual School have a responsibility to familiarise themselves with the Keeping Children Safe in Education Policy.
- b) Any teacher reported for a breach of the Keeping Children Safe in Education Policy will be suspended from the site until the incident has been investigated by the appropriate authority. The reporter may be informed of the resolution if appropriate.