EL ALTILLO INTERNATIONAL SCHOOL

ISP International Schools Partnership

# SAFEGUARDING POLICY FOR ONLINE LEARNING AND VIDEO-CONFERENCING LESSONS

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## OBJECTIVES

The aim of this guidance is to safeguard all pupils and staff when online learning is delivered through video-conferencing, educational platforms and virtual lessons. It sets out in detail what is expected of pupils, teachers and parents when using these tools.

This guidance complements El Altillo International School's Safeguarding Policy, which is available on the school website.

## ROLES AND RESPONSIBILITIES

### Senior Leadership Team

Senior leaders must ensure that:

- This guidance is made available to all teaching staff, parents and pupils.
- Teachers understand that all communication with pupils must take place only through secure video-conferencing links, educational platforms, school email accounts or parents' email accounts.
- Wherever possible, learning sessions are supervised by the senior leadership team, and teachers, pupils and parents are familiar with the reporting procedure to be followed if they have any concerns about the behaviour or comments of any participant during a learning session.

### Teachers

Teachers must ensure that:

- Their surroundings do not display any inappropriate images or documents that could be seen by pupils or parents during a video-conferencing session.
- They are dressed in accordance with the school's usual dress code.
- Their conduct is in line with the school's usual procedures (for example, appropriate language is used).
- During video-conferencing sessions, priority is given to sharing the teacher's computer screen, displaying the lesson content, rather than their own image.
- Any contact is appropriate to their role as a teacher and is limited to the relevant learning sessions.
- Any conflict involving pupils or parents is reported to their line manager.
- Any safeguarding concern observed during a virtual learning session is reported to the school's DSL by email at s.gomez@altillointernational.com.
- Pupils' attendance is recorded using the methods specified by the school when a lesson is delivered by video conference.

- Teachers must remind pupils not to use their real image on any profile or login screen, or to provide any personal information. They should use a profile picture/avatar that does not identify them.
- Before the virtual lesson, the pupil's tutor will send the pupil's parent a document setting out, among other things, which sessions will take place by video conference. Unless a parent expressly refuses permission for their child to attend a video-conferencing lesson, parental permission will be deemed to have been given for the pupil to attend that virtual lesson without an adult supervising it.
- Teachers reserve the right to record video-conferencing sessions so that they can be shared with pupils who, for valid reasons, are unable to attend live. The teacher is responsible for sharing the lesson through appropriate channels and ensuring that pupils can view the video but cannot download it. After one week, the teacher will remove all pupils' access permissions to the videos they have shared.

**Pupils**

- During sessions, pupils are expected to meet the school's usual expectations regarding behaviour and appropriate language.
- All pupils must be appropriately dressed.
- Pupils must not use their real image on any platform login screen or include personal details in their profile picture. They must use an avatar that does not identify them.
- Pupils must not contact a teacher outside the times set out in their usual school timetable. Contact with teachers must take place exclusively through the messaging services of the educational platforms in use, the school email account provided to the pupil (preferably this method), or a parent's email account.
- Pupils must tell their parents about any conflict or inappropriate behaviour by a teacher. Parents must then report the matter to the school's DSL by email (s.gomez@altillointernational.com).
- Pupils understand that teachers may record video-conferencing sessions to share them with other pupils who, for valid reasons, are unable to attend live.
- To protect pupils' privacy at all times during video-conferencing sessions, all pupils must disable access to their device's camera before starting the lesson.

**Parents**

- If parents do not wish their child to take part in any video-conferencing lessons listed in the "Learning Agenda" document sent to their email address daily by the tutor, they must send a message expressly stating that their child is not permitted to participate in that lesson.

- Pupils must work in a safe and appropriate environment. Wherever possible, video-conferencing lessons should take place in a shared area of the home where parents can supervise them.
- Ensure that their child does not use their real image on any login screen or include personal details in their profile, and that they use an avatar that does not identify them.
- Ensure that their child knows how to disable access to the camera on their learning devices and remind them to do so before joining a video-conferencing lesson.
- Ensure that communications between pupils and teachers take place through the school email account and the educational platforms in use.
- Ensure, and remind their child, that pupils must be appropriately dressed and behave as they are expected to at school during video-conferencing lessons.
- Be aware that teachers may record video-conferencing sessions to share them with other pupils who, for valid reasons, are unable to attend live.
- Report any safeguarding or child protection concerns that may arise during the period of virtual learning and video-conferencing sessions.