Safeguarding Policy Annex
Remote Learning

Introduction

Keeping young people safe in education is always our main priority, and this continues to be the case during any periods of remote learning. All UTC staff have a continuing responsibility to promote the welfare of the young people we teach and protect them from harm. This annex to our safeguarding policy details changes to our procedures and practices due to a partial or temporary closure of the UTC which results in some or all lessons being delivered remotely (ie via digital devices).

Roles and Responsibilities

The Designated Safeguarding Lead (DSL) is Gareth Lister, Deputy Headteacher. The Deputy Designated Safeguarding Leads (DDSL) are Graham Withers, Head of Values in Practice, and Nicola Cretney, Values in Practice Coordinator.

Although the DSL and Deputies may not always be on site, they are available to respond to any safeguarding concerns raised. Contact details are readily available via the UTC website https://academytrust.sgscol.ac.uk/sgs-berkeley-green-utc/about/safeguarding and may be requested from the UTC office.

The Lead Teacher for remote teaching is Rich Williams, Assistant Headteacher.

Staff Responsibilities

When delivering remote learning, staff must:

1. Report all student wellbeing concerns to the VIP team in a timely manner and use MyConcern to record safeguarding concerns.

2. Deliver all online lessons via the UTC Microsoft Teams package.

3. Restrict access to online lessons to UTC staff and invited students only, unless prior consent is obtained from the DSL.

4. Set appropriate behaviour expectations and maintain the same professional standards as at the UTC.

5. Refrain from making inappropriate jokes or comments online.

6. Ensure that correspondence with parents and other stakeholders is appropriate in tone and content.

7. Refrain from leaving their device during a live lesson and remain in the lesson to provide student support.

8. Refrain from conducting an online lesson with just one student without the prior consent of the DSL.

9. Staff should use their professional judgement about whether to end an online lesson if only one student remains online.

10. Seek permission from the DSL to record any conversations with students, with or without video.

11. Only use breakout rooms in key stage 4 lessons if there is a member of staff in each breakout room.

12. Only use breakout rooms in key stage 5 lessons if the expectations for professional conduct have been made clear. These expectations include but are not limited to:

    a. Not making inappropriate comments via the microphone.

    b. Not making inappropriate comments via the chat function.

    c. Not displaying inappropriate content if a webcam is being used.

    d. Participating fully in the discussion or activities directed by the teacher.

13. Encourage students to switch on their webcams where possible and appropriate to do so.

14. Ensure all microphones are muted for students during lesson delivery.

15. Record lesson engagement for each student in each lesson you deliver via Arbor.

16. Only contact students via the UTC Office 365 package unless prior consent is obtained from the DSL.

17. Conduct lessons in a quiet space with a neutral or professional background. If able to, then a blurred background or a suitable UTC approved image should be used as a background.

18. Ensure that friends and family are not visible during online lessons.

19. Conduct lessons within the times identified on the UTC timetable, within the normal UTC day.

20. Configure each live lesson so that students begin in the Teams 'lobby' and do not begin the lesson without a teacher present.

21. Use the participants pane to admit students who arrive late, or become disconnected and re-join the lesson

22. Use the End Meeting function so that students cannot continue to talk in the absence of a teacher.

Student Responsibilities

During remote learning, students are expected to:

1. Attend all online lessons. If for any reason a student is not able to attend a lesson then they must let their teacher know in advance.

2. Remove distractions so that your focus is on the online lesson (eg phone, games console, TV).

3. Refrain from making inappropriate comments via the microphone.

4. Refrain from making inappropriate comments via the chat function.

5. Refrain from recording lessons or capturing images of their peers, UTC staff or any other person momentarily visible (eg siblings and family members of other students) during online lessons.

6. Behave in a professional manner as described in the UTC professional conduct expectations.

7. Seek support with online learning when needed. Different types of support will be identified on the 'safeguarding' page of the UTC website.

8. Turn their camera on or off when requested to do so by a member of staff.

9. Turn their microphone on or off when requested to do so by a member of staff.

10. Contact a member of UTC staff if they are concerned about their safety, including online.

11. Contact a member of UTC staff if they are concerned about the safety of another young person, including online.

Parent and Carer Responsibilities

The UTC encourage parents and carers to:

1. Provide their child, wherever possible, with appropriate IT equipment to take part in online lessons.

2. Provide an environment for their young person to work in that would allow them to concentrate on their online lessons.

3. Report any issues surrounding the safety or wellbeing of their child, or another member of the school community, to the UTC as soon as possible via the safeguarding page on the UTC website.

4. Contact the UTC office if there are IT related issues preventing their young person from accessing online lessons.

5. Respect the privacy of other UTC students by not observing lessons.

6. Ensure that their child has provided a professional background for their lessons. This would include using the blur option, or using a generic system background.

7. Avoid being visible during live lessons.

8. Familiarise themselves with the latest advice on how to keep their child safe online and discuss this with them. The following websites offer good advice and guidance:

   a. NSPCC - https://www.nspcc.org.uk/keeping-children-safe/online-safety/

   b. Internet Matters - https://www.internetmatters.org/advice/14plus/

   c. Department for Education - https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template