

## **Safeguarding Guidance on Virtual Learning and Video Conferences**

### **A. PURPOSE**

The aim of this guidance is to safeguard all students and staff whilst they are taking part in online learning via video conferences, learning platforms and online classrooms.

This document contains the responsibilities of all persons taking part in on-line learning tools, including teachers, students and parents/carers.

This guidance should be read alongside ITJ's Safeguarding Policy.

### **B. REACH**

This document applies for all staff, students and parents/carers from Instituto Thomas Jefferson Campus Querétaro.

### **C. ROLES AND RESPONSIBILITIES**

#### SENIOR LEADERSHIP

The school's Senior Leadership ensures that:

- These guidance notes are circulated to all teaching staff, parents and students K-12.
- Teachers are clear that any communication with students must only be via secure video conferencing links, learning platforms, school emails (K - 12) or via parent's email accounts.
- All learning sessions will be recorded and monitored by Academy Leaders and/or Project Leaders.
- Teachers, students and parents/carers are clear on the reporting system in place if there should be any concerns about the content or behaviour of any participants during a recorded and/or live learning session.

The teacher

Teachers should ensure that:

- Their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent when conducting a live and/or recorded session.
- Their dress is in line with the normal dress code of the school.
- Their behaviour and conduct is in line with the school's normal procedures e.g. the use of appropriate language.
- Any contact with the student is appropriate to their role as a teacher and confined to the relevant lesson session.
- If a dispute regarding a situation derived from a live session arise up between parents/carers and/or students and a teacher, the teacher will report it to Academy Leader/ Project Leader.

- Any safeguarding issues, inappropriate behaviour or illegal activity identified within a lesson session by the student or third party, will be reported to the school's DSL in accordance with the *Safeguarding policy*. (Read "How to raise an on-line concern")
- If no parent/responsible adult is present during a live lesson session the child should not be involved in the session and this should be reported to the Academy Leader/Project Leader and follow up should be made with the parent. Even though it is not necessary for the parent/carer to be sitting next to the student, they should be nearby to monitor students.
- All sessions will be recorded and supervised by Academy Leaders/Project Leaders and Senior Leadership Teams.

#### The Student

- Students must not log onto a virtual learning session unless a parent or responsible adult is present.
- The student is expected during the session to adhere to the schools normal expectation on behavior and appropriate language.
- Students should ensure they are dressed appropriately for video online sessions e.g. not in pajamas. Wearing normal school uniform would be desirable.
- Students should only contact teachers using school learning platforms, parent's personal emails or school email (5° - 12°). Teachers can't be contacted using student's personal email nor with "[parent@itjgro.edu.mx](mailto:parent@itjgro.edu.mx)" email.
- Students should report any dispute or inappropriate behavior with a teacher to a parent/responsible adult this should then be reported to the schools Academy Leaders/Project Leaders team.
- All sessions are recorded and monitored by the schools Academy Leaders/Project Leaders team.

#### Parent/Carer

The parent / responsible adult should:

- Always be present and responsible for the welfare of their child during the session. Even though it is not necessary for the parent/carer to be sitting next to the student, they should be nearby to monitor students.
- Always be responsible for the physical environment of the student during the session ensuring it is safe and appropriate. Students should join virtual sessions from a common space in their house where parents and responsible adults can easily supervise sessions i.e. they should not be located in their bedroom
- Ensure that students are dressed appropriately for video online sessions e.g. not in pajamas. Wearing normal school uniform would be desirable.
- Ensure the student is behaving in an appropriate manner in line with normal school expectations.
- Ensure communication between the student and teacher is only made via the school learning platform or email system. Students should only contact teachers using school learning platforms, parent's personal emails or school email (5° - 12°). Teachers can't be contacted using student's personal email nor with "[parent###@itjgro.edu.mx](mailto:parent###@itjgro.edu.mx)" email.

- Be aware that where possible the sessions are recorded and are monitored by the schools Senior Leadership Team.
- All sessions are recorded and monitored by the schools Academy Leaders/Project Leaders team.