

Safeguarding Guide for Distance Learning

A. PURPOSE

The purpose of this guide is to safeguard all students and collaborators while they take part in online learning through video conferencing, learning platforms and online classes.

- This document contains the responsibilities of everyone who is taking part in online learning, including teachers, students, and parents and / or caregivers.
- This guide should be read in conjunction with the school's Safeguarding Policy.

B. SCOPE

This document applies to collaborators, students and parents and / or caregivers of the Instituto Thomas Jefferson Campus Querétaro.

C. ROLES AND RESPONSIBILITIES

General Director

Directora of the school ensures that:

- This guide is delivered to all collaborators who are part of the K-12 teaching team, parents and students.
- Teachers recognize that any communication with students can only occur through learning platforms, institutional emails (K° -12 °), and / or through emails from parents.
- All live sessions will be recorded, monitored and supervised by Academy Leaders and / or Project Leaders.
- Teachers, students and parents will have information about how to report a situation safely, should they observe any inappropriate behavior during recorded and / or live learning sessions.

Teachers must ensure that:

- Their environment does not display inappropriate images or sensitive documents that can be viewed by students or parents during a live and / or recorded learning session.
- Their attire meets the requirements of the school's Dress Code for teachers.
- Their behavior meets the school's requirements (eg, use of appropriate language with students).
- Any contact with a student will be appropriate and complying with what is required for the session being provided.
- If there is any disagreement with the student or the parent regarding any situation that occurred during the learning session, the teacher will report it to the Academy Leader / Project Leader.
- Any issue related to safeguard, misconduct or illegal action by a student who is identified by the teacher during a learning session is reported directly to the Designated Safeguarding Lead, following the school's Safeguarding Policy guidelines (Review the document on How to raise a concern online)
- For those learning sessions that are broadcast live, the presence of a caregiver or adult during said session is essential. While it is not necessary for the adult or caregiver to be seated next to the student, it will be important that they be nearby to monitor the student. In case of not being able to involve any caregiver or adult, the student will not be able to participate in said session. Parents should contact the Academic Leader / Project Leader for follow-up.

- All live sessions will be recorded and supervised by the Academy Leader / Project Leader and Section Directors team.

Students

- The student will not access learning sessions that are broadcast live without the presence of their parents or an adult is present.
- During the learning sessions, the student is expected to have appropriate behavior, as established in the Code of Conduct, using appropriate language during the work sessions and being respectful towards the teacher and other colleagues.
- The student must dress appropriately for learning sessions where they need to be seen. The use of the school uniform is preferable.
- The student must use the online learning platforms appropriately and following the instructions of the teacher or school authority.
- If the student must include a video of his as evidence of learning, he must wear the school uniform or dress accordingly to do so.
- Students can only contact teachers using school learning platforms, parents' learning platforms or institutional emails (5th - 12th). The use of the institutional email "parent###@itjgro.edu.mxlink" is only to receive the links to live sessions and access them. It should not be used as a means of communication between home and school.
- Any disagreement with a teacher during a live learning session should be reported to the Academy Leader / Project Leader as soon as possible.
- All live sessions will be recorded, which will be supervised by the Academy Leader / Project Leader and Section Directors team.

Parent / Caregiver

Parents / responsible adults of the student should:

- Be present during a learning session live broadcast. While it is not necessary for the adult or caregiver to be seated next to the student, it will be important that they are nearby to monitor the student.
- Be responsible for the physical environment of a student, ensuring that it is safe and appropriate for working sessions. It is recommended to have a space where adults can have free and continuous access so that they can supervise the learning sessions with the students. Bedrooms should not be used during work sessions online.
- Make sure students are dressed appropriately (when required). The use of a school uniform is recommended.
- Ensure that students behave so appropriate for a working session to be broadcast live, compliance with the provisions of the Code of Conduct.
- Ensure that communication between students and teachers is carried out only through school platforms, emails from parents and / or institutional emails (5th - 12th).
- All sessions will be recorded live, same that will be supervised by the Academy Team Leader / Project Leader and Addresses Section For when parents or caregivers can not be present.

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