'Whether pupils are at school or at home, their safety should remain a priority' ISI March 2020

This document is the Loughborough Grammar School protocol for online safeguarding during the COVID19 isolation period. It follows ISI guidelines and does not replace any of the policies already in place. It reiterates and updates some of our school procedures. The guidelines have been distributed to all teaching staff, read and signed as read by staff.

Safeguarding guidelines for teachers preparing and delivering online lessons:

1. If recording a tutorial or explanation it is best to have a voice over and to not be seen in the video.
2. If delivering a live lesson, use Microsoft Teams where the class channels have been set up for this purpose. Always use the school emails accounts for pupils and staff. Remind students that the lesson is being recorded live. They should have the microphones turned off unless they are asked to or wish to speak.
3. If a pupil misses the lesson, does not hand in the work or breaks the pupil code of conduct (see below) then the teacher should note this on the 'Monitor Pupils' Progress COVID 19' excel sheets. This is stored under Remote Learning (Pastoral and Safeguarding) on the dashboard.
4. Any online bullying or safeguarding issues to be reported via CPOMS. If unsure about an issue contact a DSL (Ross Parish, Richard Ward or Helen Foster) via email or by phone 07731 014645.
5. Ensure that all resources such as videos, podcasts, websites are fit for purpose, age appropriate and uphold the school's policy relating to Fundamental British values. If unsure contact either the HoD or a DSL.
6. One to one tuition is possible: but it must be recorded and logged. The situations where one to one tuition might take place are individual tutorials/feedback lessons, music lessons, LAMDA lessons, counselling. Please keep a record of any individual interactions: a template of it is under the Remote Learning (Pastoral and Safeguarding) on the dashboard. A DSL, HoD, HoY or member of the SLT may need to request this for monitoring purposes. The date, time, pupil and brief content are logged by the teacher.

Pupils are required to:

1. Attend online learning sessions as notified by your teachers and submit work as requested. Failure to do these two things will be recorded by the teacher and the tutor will investigate this with the pupil and follow up it in a phone call to parents.
2. Ask for help if they are struggling with the work or the technical aspect of learning online. It is best to email the subject teacher and copy in the tutor. Each Friday tutorial will reflect on the week and solve any issues.
3. Use School software (email, Microsoft Teams, Firefly etc.) for all communications. They must use appropriate language, and politeness and kindness are to be used in all communications.
4. Switch off the microphone in live lessons unless needed to speak. Dress appropriately in day wear and work in a good location, where there are no interruptions.
5. Online safety and behaviour must follow the school rules and bullying, poor behaviour, inappropriate actions will all be sanctioned. There must be no recording of live lessons.
6. If pupils feel that they have been mistreated, they must report it either to their tutor or Head of Year. In addition, if it is of a safeguarding nature, then it should be reported to one of the DSLs as well. (Mr Ward, Mr Parish or Mrs Foster).

7. If an unknown person contacts a pupil it should be reported immediately to a DSL.
8. Tutors will reiterate these requirements in the first tutorial of the Summer Term.

Implementation of this policy and code of conduct:

1. **Teaching staff** are to be emailed this document for reading. Staff are to email Kiran Rajput once they have read and understood it. Responses will be logged on the safeguarding training records.
2. **Pupils** are emailed their section and it is also explained in the first Friday tutorial of the Summer 2020 term
3. **Parents** emailed the document so that they can see teacher and pupil expectations.
4. Publish on the school website