

Learn-AT Remote Learning Safeguarding Protocol

When children have to stay at home for self-isolation, our school will use Microsoft Teams to communicate with children, provide access to remote learning assignments, activities and recorded lessons and some live interaction with their teachers and classmates online. To keep children and staff safe there is a strict safeguarding protocol which everyone must follow very carefully.

All parents and carers must read the protocol below carefully and complete the online form at http://bit.ly/learnt_rl

Your child will only be able to access remote learning after you have given your consent.

Joining the Teams session

- The teacher will set a day and time for the call and send an invitation to the children's Teams accounts via the Teams calendar
- Your child will need to click on the '**Join**' button in the Teams calendar to join the session at the set time
- You should be able to join the call from a smartphone, tablet or laptop as long as it has a microphone and speaker.

Safeguarding Protocol

- Children should be dressed in clothes suitable for school
- Anyone else who might be seen on screen during the call must also be appropriately dressed (e.g. parents and carers, siblings)
- Please make sure that your child joins the call in a shared area of your home, e.g. living room, dining room, kitchen, and **not from a bedroom**. A neutral background such as a plain wall would be ideal. If this is not possible please check the background behind your child to ensure that it is suitable to be visible to others on the call.
- **If you have any concerns about your child, family or home being seen on screen by others you may choose to turn off the camera for the call.**
- A parent or carer should remain in the room with the child while they are on the call but should not be visible on the screen or speak to the teacher or other children.
- Language must be professional and appropriate, including any family members who might be heard in the background of the call.
- All calls will be recorded for safeguarding and training purposes.
- Videos will be kept for 21 days in case of any complaints or queries. They may also be shared with any member of the class who is not able to join the call 'live' to allow them to catch up at a later time.
- Calls must not be recorded or screenshots taken by anyone other than the school.
- Normal school rules will apply during the call including:



Blaby Stokes CE Primary School



Church Langton CE Primary School



Great Bowden CE Academy



Husbands Bosworth CE Primary School



Lubenham All Saints CE Primary School



Market Harborough CE Academy



Meadowdale Primary School



Red Hill Field Primary School



Ridgeway Primary School



South Kilworth CE Primary School



St Andrews CE Primary School

- being on time for the lesson
- behaving respectfully towards others
- following instructions
- listening to the teacher as they are talking.
- Teachers may have to remove a child from the call if the rules above are not followed.
- If the teacher has any safeguarding concerns during the call, these will be followed up in the usual way according to the school's Child Protection Policy.

Code of Conduct for Parents and Carers

Learn-AT's Social Media Code of Conduct for Parents and Carers

(<https://www.learnat.uk/attachments/download.asp?file=72&type=pdf>) will apply to remote learning calls. In particular:

All Learn-AT schools expect parents and carers to behave in a respectful, civil and courteous way online and will not tolerate any of the following online behaviours:

- Sending or posting abusive or unkind messages to or about parents or teachers
- Posting anything negative or unkind about fellow parents, pupils, the school or its employees on social media
- Complaining about the school's policies, values and methods on social media

(We welcome constructive feedback, provided in the right way, either by email or in person to school staff. Complaints must be made following the guidance outlined in the Learn-AT Complaints Policy:

<https://www.learnat.uk/attachments/download.asp?file=71&type=pdf>

- behaviour on social media which is likely to damage the reputation of the school, the trust or any member of staff

This applies to any comments relating to anything to do with the teacher or other children that is observed during remote learning sessions and includes social media platforms, such as Facebook, Instagram, TikTok or Twitter, and messaging apps, such as WhatsApp.

Breaches of this code of conduct will be taken very seriously by the school and the trust. Breaches could lead to the school withdrawing access to online remote learning for the children of the family involved. Posting illegal, defamatory, or discriminatory content could lead to prosecution.