

PKC SAFEGUARDING

PRINCIPLES AND PRACTICE IN AN ONLINE SETTING

Instrumental Music Service

Safeguarding

Principles and practice in an online setting.

Principles

- All issues relating to online Child Protection (CP) should be dealt with in the same way as for face to face teaching, i.e. all CP issues must in the first instance be referred to the base school Child Protection Officer. This is usually the guidance staff or Head teacher of the school.
- The child's local authority Child Protection policy will be the reference point for all matters relating to CP.
- All staff are required to have annual safeguarding training
- The PKC Child Protection Policy is the reference point for all staff working in PKC schools.

Practice

Staff must:

- Staff should only use Microsoft Teams through Glow for online live lessons including Flipgrid digital recording sessions.
- Staff should endeavour to deliver online and digital lessons through Teams and Flipgrid at a school venue for staff and pupils. However, if this is not possible due to specific situations i.e. no school accommodation/connectivity, or staff circumstances that do not allow them to attend school, lessons can be delivered to and from home. *Please note, this will be agreed by parents in their lesson contract.
- use the 'scheduled meetings' option to set up lessons within teams. One meeting for the duration of the instructors attendance at the school can be scheduled and pupils informed to join at their allotted time. Lessons should be scheduled for pupils to wait in the teams lobby until the teacher invites them and pupils should be removed from the meeting at the end of the allocated lesson to ensure pupils cannot interact unsupervised on the platform.
- ensure that each lesson information is only shared with the relevant pupils in that class
- establish protocols and expectations from the outset and agree class rules and standards of behaviour. A class 'contract' would be a useful reference point for pupils and teachers. Some of the expectations can be negotiated with pupils and some would be 'given' behaviours that staff would insist on – similar to normal classrooms (appendix 1)
- adhere to professional standards of dress when in front of the camera
- ensure that the angle, focus and zoom facility of the camera is used to maximise the learning experience and to ensure the privacy of others
- check that the background for teaching is professional and does not contain images or information that should not be shared

- remember that what is captured by their camera is what the pupils see on their screens. It may be helpful to ask a 'critical friend' to check what the camera shows and the learning environment
- be aware that 'off the cuff' remarks are being heard by a number of pupils and can be easily misconstrued in an online environment
- sarcasm has no place in a positive teaching environment. This is even more important where you may not know all the pupils on a personal basis

FAQs

1. What do I do if a pupil joins the class from an inappropriate location?

Ideally pupils would log into the class from a public area in their home. In some circumstances there may be unreasonable burdens on family spaces so other areas may have to be considered.

Staff should assess each situation and confer with their line managers if they are uncomfortable with the location(s) pupils are logging in from.

Using the Microsoft Teams management console, staff can turn off a pupil's camera if there is ever an issue.

If issues persist, pupils should be advised they will not be allowed to continue to access the lessons if they do not find a more appropriate location to log in from.

2. A pupil speaks or behaves inappropriately in the online classroom, how do I react?

All the normal standards of behaviour apply in the online classroom. Where possible, staff should work in partnership with the in-class facilitator and refer the issue to receiving school if necessary.

Pupils should be dealt with in the same way as they would have been if the incident had taken place in a normal school environment.

3. A pupil shares something inappropriate on their screen - what do I do?

Teachers should immediately use the management console to eject the offending pupil and inform SMT of the details of what has happened. Where it is not possible to identify the offending pupil, the lesson should be terminated for all pupils. All pupils in the room can then be contacted as soon as possible after the event to inform them what happened, and the arrangements are for future classes.

As per CP guidelines, the teacher must write a full account of the facts of what has happened for the CPO in their school.

4. What do I do if pupils are signing into their classes dressed inappropriately?

This should be dealt with in the same way as it would be in the face-to-face class setting. If pupil attire makes the teacher feel uncomfortable then the teacher should use the management console to turn their camera off until the issue is addressed.

5. A pupil asks for a one to one online chat about a serious issue that is concerning them. What is the protocol for that?

Where practical, staff should try to avoid a one to one situation outwith the instrumental music lesson itself. Where it is judged that a pupil needs to discuss a serious issue, an arrangement can be made for another time online with two members of staff present in the meeting. Where this is not possible, and a one-to-one conversation goes ahead then it must be recorded and the pupil needs to be aware that this is happening. If a pupil refuses to either have another person present or to have the conversation recorded then the teacher must refer the matter to the pupils' home school CPO.

6. An unexpected visitor appears in my class. How do I react?

If the visitor is in any way malicious, the teacher should immediately use the management console to eject them from the room.

Where the visitor's intent is unclear the teacher should establish who they are and how they came across the 'join information' for the meeting. Once this is established, the teacher can then act to remove the visitor and remind all pupils of the need to keep teams codes confidential.

The teacher should then immediately act to change the class code and share this information with pupils.

Other source of advice/guidance

Links from National Improvement Hub

<https://education.gov.scot/improvement/learning-resources/supporting-online-learning-links-for-practitioners/>

Links from DigiLearnScot

<https://blogs.glowscotland.org.uk/glowblogs/digilearn/remote/>

20 Safeguarding Considerations for Lesson Livestreaming

<https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf>

GTCS

http://gtcsnew.gtcs.org.uk/web/FILES/the-standards/GTCS_guidance_engaging_online.pdf

Microsoft Office Teams –Safety Advice *

https://support.office.com/en-us/article/keeping-students-safe-while-using-meetings-in-teams-for-distance-learning-f00fa399-0473-4d31-ab72-644c137e11c8?ui=en-US&rs=en-US&ad=US#ID0EBBAAA=For_educators

Local Authority Child Protection Polices – online links

Perth and Kinross

<https://www.pkc.gov.uk/childprotection>

Appendix 1

Contract for use with online classes

PKC teachers will:

- ensure that they are logged in to Microsoft Teams when delivering lesson to have full access to the management console
- discuss roles and responsibilities with pupils at the outset of delivery
- be punctual at the beginning and end of each lesson
- notify all pupils/parents and schools of any cancelled classes or change in arrangements
- create an online file storage area for each course - this will contain all the information pupils need for each lesson
- set up a protocol for labelling of files for pupils, eg Nat5Hist
- ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection
- prevent a one to one situation at the end of a class staff by disconnecting all participants from the Meeting at the close of the lesson.

PKC pupils will:

- only use their GLOW email address for class communication
- be punctual for all lessons
- access the files for each lesson in advance and have the materials to hand
- make sure they have all power adaptors, laptops, screen connections ready before the lesson begins
- submit all assignments on time in accordance to the agreed protocols
- show respect for everyone in the online classroom
- dress appropriately for all classes, thinking about modesty and respect for others
- ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy etc.
- seek to contribute to the class in a positive manner and not be disruptive at any time
- not share recordings/images of the class outwith the class environment

Appendix 2

Delivery Via Technology Permission Slip

Pupil name:

School:

Class:

I understand that the lessons my child is taking part in will be via online technology and I will follow the contract for use (appendix 1).

I give my consent for this to happen.

Name of Parent/Guardian:

Signed:

Date:

Signature of pupil: