**SAFEGUARDING**

**PRINCIPLES AND PRACTICE**

**IN AN ONLINE SETTING**

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May 2020

**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 HT of the school or the e-Sgoil HT who is the designated CPO.**
* **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 CNES Child Protection Policy is the reference point for all staff working in CNES schools, including e-Sgoil.**

**Practice**

Staff must:

* use the ‘scheduled meetings’ option to set up a time-limited VScene class so as to ensure that pupils cannot interact unsupervised on the platform
* ensure that each VScene class has its own unique pin code and that this information is only shared with 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 refence 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
* make use of a separate VScene Hub to facilitate private conversations with individual pupils about their work, whilst still remaining in full view of the class.
* 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

**Recording of lessons**

**Teaching staff are advised to:**

* record VScene lessons to maximise the educational benefits of remote delivery
* make pupils and parents aware of any recordings and ensure that necessary consent is obtained (appendix 2)
* ensure that all necessary permissions are obtained if the recordings are ever to be shared outwith the class

**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 this may place an unreasonable burden on family spaces.

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 VScene 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.

1. **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 te incident had taken place in a normal school environment.

1. **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/e-Sgoil.

1. **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 VScene management console to turn their camera off until the issue is addressed.

1. **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 with a pupil online. 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 happening. If a pupil refuses to either have another person present or to the 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 room. Once this is established, the teacher can then act to remove the visitor and remind all pupils of the need to keep VScene ‘join codes’ confidential.

The teacher should then immediately act to change the pin 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>/

**VScene Security Policy**

<https://mailchi.mp/5be202138821/vscene-technical-broadcast-vscene-10-end-of-life-1353077?e=53e9173e70>

**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**

Highland

<https://www.highland.gov.uk/downloads/file/162/child_protection_policy>

Comhairle nan Eilean Siar

<https://www.cne-siar.gov.uk/media/14736/outer-hebrides-inter-agency-child-protection-procedures-2018.pdf>

Aberdeen

<https://www.aberdeencity.gov.uk/services/social-care-and-health/child-protection/child-protection-guidance-and-materials>

Aberdeenshire

<https://www.aberdeenshire.gov.uk/media/19531/book3-practice-guidelines.pdf>

Orkney

<https://www.orkney.gov.uk/Service-Directory/S/child-protection.htm>

Shetland

<https://www.safershetland.com/assets/files/Aug-2015---Shetland-inter-agency-Child-Protection-Procedures.pdf>

Argyle and Bute

<https://www.argyll-bute.gov.uk/abcpc>

Moray

<http://www.moray.gov.uk/moray_standard/page_90286.html>

**Appendix 1**

**Contract for use with online classes**

**e-Sgoil teachers will:**

* ensure that they are logged in to VScene 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 VScene room at the close of the lesson.

**e-Sgoil 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, ie 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**

**Recording Permission Slip**

**Recording of e-Sgoil Lessons**

Please note that e-Sgoil lessons may be recorded. These recordings are the property of e-Sgoil and will not be shared with any other body unless a Safeguarding concern requires investigation. Recordings also to allow for pupils who miss a lesson to catch up afterwards and also provide pupils with the opportunity to consolidate/revise their learning. The recordings will be stored securely and destroyed after a set period of time.

**Pupil name:** ………………………………………………………………………………………….

**School:** ……………………………………………………………………………………………….

**Class:** ………………………………………………….

I understand that the e-Sgoil lessons my child is taking part in may be recorded.

I give my consent for this to happen.

**Name of Parent/Guardian:** ………………………………………………………………………..

**Signed:** ……………………………………………………………………………………………….

**Date:** …………………………………………………

**Signature of pupil:** …………………………………………………………………………………

This form is available as an online form here.