



Safeguarding Guidance on Digital Learning Spaces and Video Conferences – Creating a Safe Virtual Learning Environment

A. PURPOSE

The purpose of this guidance is to safeguard all students whilst in any digital learning space and taking part in any kind of online learning or event

- This document contains the responsibilities of all persons taking part in online learning tools, including students and parents/guardians.

B. ROLES AND RESPONSIBILITIES

The Student

- Must not log onto a digital learning space or session unless a parent/guardian or responsible adult is present, or a plan has been agreed with the Head of School.
- Students should log into lessons and events with their school email account and any additional log in name used should not display full names. Students should identify themselves with their first name, middle and/or surname(s) initials only, this can be followed by further identification for example their class name, year group or Engage Student ID e.g., John BM Lions Class or John BM Year 1.
- Students should turn on their cameras while in a digital learning space or session, or a plan has been agreed with the Head of School.
- The student is expected during the session to adhere to the school's normal expectation on behavior and appropriate language.
- Students should ensure they are dressed appropriately for video online sessions, in line with the normal dress code of the school.
- Students should not contact the teacher or event facilitator outside the session unless it is via the school secure learning platform/email system or via their parents/carers, who will use their email address.
- Be aware that where possible the sessions are recorded and monitored by the school.

Parent/Guardian

The parent/guardian/responsible adult should:

- Always be present and responsible for the welfare of their child during the session, if this is not possible the parent/guardian should contact the Head of School to agree a safeguarding plan whilst accessing lessons without their presence, this will be at the discretion of the Head of School.
- Always be responsible for the physical environment of the student during the session ensuring it is safe and appropriate. Students should join digital learning spaces from a shared space in their home where parents/guardians/responsible adults can easily supervise them i.e., they should not be located in their bedroom.
- Ensure that students have their cameras turned on while in a digital learning space or session.
- Ensure that students are dressed appropriately for online learning sessions, in line with the normal dress code of the school.
- Ensure any concerns encountered by the student is reported as soon as possible to the Senior Leadership of the school.
- Ensure the student is behaving in an appropriate manner in line with normal school expectations.



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- Ensure communication between the student and teacher is only made via the school's designated learning platform or email system or where this is not in place via the parent/carer's email address.
- Ensure their child logs into lessons and events with their school email account and any other login name used should not display their full name. Students should be identified with their first name, middle and/or surname(s) initials only, this can be followed by further identification for example their class name, year group or Engage Student ID e.g., John BM Lions Class or John BM Year 1. If the name is not configured correctly they will not be allowed to participate in the session.
- Be aware that where possible the sessions are recorded and are monitored by the school.