



Safeguarding Protocols for Online Learning - For Parents and Students

These protocols focus on:

1. Using comments in Google Classroom/Microsoft Teams or any other platform
2. Students participating in live lessons via Google Meet/Microsoft Teams or any other platform

1. Using comments in Google Classroom/Microsoft Teams or any other platform

The comment features are an essential way for students to ask their teacher for help and address any misconceptions. It is essential that every student follows the comments guidelines:

- Use academic English in your comments to your teachers.
- Do not make comments to other students; please only comment on the work, reply to questions posed by your teachers, contribute to a conversation started by your teacher or write a question you would like to ask .
- Any inappropriate comments will be recorded in a screen shot and sent to the Head of Year who will communicate with parents.
- Where there are behaviour concerns these will be reported to the Head of Year for that year group. Parents/carers will also be notified.
- If students are not following the school's expectations, they may be 'muted' by their teacher, so they can no longer make comments.

2. Live Lessons/Streams via Google Meets/Microsoft Teams or any other platform

Live lessons via Google Meet can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. It is essential that all students follow our live lesson guidelines.

Teachers will guide students in whether to have video and audio on OR just audio.

If only audio is turned on:

- Students must have their microphones set to mute and only unmute when you ask to by their teacher.
- Students can signal they have a question by writing 'question' in the comment box or using the raise hand feature on Microsoft Teams.
- Students must speak in a respectful academic way and must stay on the topic of the work.

If audio and video are turned on, the following protocol must also be in place:



- Students and any parent in view must be in appropriate clothes and have a neutral and appropriate background (e.g. they must not be in a bedroom or have any siblings or other family members in the background).

If students are not following the protocol:

- They may be 'muted' by their teachers and they may be removed from the classroom. If this happens the Head of Year will be made aware and parents/carers will be notified.