BRITISH INTERNATIONAL SCHOOL

Remote Teaching and Learning Safeguarding Policy

This policy is addressed to all Directors, teaching and support staff using BIS approved platforms or devices, school medical and nursing staff and any volunteers working in or on behalf of the school in either a paid or unpaid capacity, as well as any paid contractors.

Introduction

This annexe to the published Safeguarding Policy follows the directive from the DfE (30th March 2020) for Schools to amend Safeguarding Policies in the light of COVID-19 remote learning arrangements.
Teaching remotely throws up a slightly different set of challenges for teachers and students. Many teachers who are working in an environment that is less familiar than the classroom may feel as if they have less control than would normally be the case. Additionally, working over the internet is not as secure as working in a classroom environment and can expose students and staff to a variety of additional safeguarding risk factors.

The following points are offered as a means of checking staff's approach to online or remote schooling and will point staff members towards help if it is needed.
For the most part the approach to be taken is the same as in school. This document should be read in conjunction with the school's Safeguarding Policy.

Reporting Safeguarding Issues

- This should be done according to the process laid out in the School's Safeguarding Policy. Disclosures made online are just as valid as those made in person.
- Appropriate contemporaneous notes should be made, screen shot material that can be captured and communicate your concerns to the DSL as soon as possible. The Zoom platform is set to automatically record all lessons - see Recording of Online Video Conference Teaching Policy.
- Never wait and see what will happen – pass the information on. Never agree to keep issues confidential.
- When concern involves the physical or emotional wellness of a particular student of existing concern; Expression of concern form may be completed and accompany any information sent to the DDSL.

Reporting Suspicious or Inappropriate Behaviour

If you become aware of inappropriate or concerning behaviour or witness it, you must report it using the published process – laid out in the School's Safeguarding Policy.

Communicating with Students

The School asks teachers and students to use the following channels for teaching and learning only: Email, telephone contact. This should always involve informing the Principal and DDSL.

The School does not support the use of other platforms such as WhatsApp. Teachers should use the recommended platforms only in their schoolwork. Personal email addresses or mobile telephone numbers should never be shared with students and, unless arranged with a Senior Manager, 1:1 lessons or additional meetings must not take place.

Teachers should only email students using school generated email addresses. Teachers should be able to communicate directly with students using BIS Gmail accounts. Teachers are reminded that their communications with students should be visible to parents and line managers as a protection for themselves.

Camera on or off?

The School recommends that "live" teaching sessions are conducted using audio and video where possible. Students should be encouraged to keep their camera on during lessons in order to ensure that they are fully engaged with lessons and to allow staff to judge that the conditions in which they are working are safe and appropriate.

Ensure that you are dressed in an appropriate professional manner and have considered the background/blurred the background of your shot.

If you are uncomfortable with anything that is seen via a live camera feed from a student you should switch off your camera and report the issue immediately to the DDSL.

Self-Disclosure

If for any reason you believe that your behaviour could be misinterpreted, or you are subject to a hack or you have a technical issue that leads to an uncomfortable situation you should contact the DSL immediately. Refer to the Staff Handbook for additional information.

Training

All staff receive annual safeguarding training and regular updates. During remote learning additional advice will be offered via email. All school leaders are contactable via email throughout the period of remote learning.

Hardware

School business should be conducted on machines provided by the School and not on personal devices. Where use of a personal device is necessary it should only be done via remote working arrangements approved by the Deputy Principal

Monitoring of software use and the approach to teaching

The School's Management Team can scrutinize much of the material that is posted for student use. There is the opportunity for line managers to be involved with monitoring of delivery. Any member of staff who is aware of inappropriate behaviour online must report it to the DSL. This includes peer on peer abuse situations.

One-to-one tuition

There will be demand for this style of support from parents and pupils. The same rules apply online as they do in school. You should not be teaching in a virtual space where it is difficult for others to monitor. Where possible, invite your line manager to the scheduled event so they can "pop-in" as they might to your classroom. Make yourself "visible" online, avoid closed sessions, and tell people what you are doing. Stop if you feel uncomfortable.

Appropriate Resources

Teaching remotely means that there is a greater reliance on externally produced resources. Staff making such resources available are responsible for ensuring that the resources offered are appropriate for school use. Never post resources on a school site unless you are certain that they are wholly appropriate for the students who will see and use them. Beware of prompted links, cookies, in app purchases and external communications that may sit alongside what are otherwise excellent resources. As far as possible staff should not direct students to other open internet sites but rather isolate desired information from these sites and create PDFs of the information they wish to share.

Safer Recruitment

Only adults who appear on the Single Central Register of staff are permitted to teach online using the BIS platforms. Do not invite visitors or volunteers to come into your virtual classroom without having sought permission from the principal. Staff appointed during a period of remote learning must have the necessary safeguarding checks completed and must have been subject to a formal interview process before taking up their position. Any new or replacement staff used in the process of teaching during this period will be introduced to parents via a communication from the school office. Teachers will not be replaced without prior information being shared. This information will be shared with parents and then students. In all aspects of recruitment the school should follow the Safe Staff Recruitment and Selection Procedure Policy.

Role of the Designated Safeguarding Lead

The role of the Designated Safeguarding Leads and their Deputies remains the same as it would during campus-based learning. The Designated Safeguarding Leads for the BIS are the Principal and Jelena Milicevic.

Monitoring and Review

This policy will be reviewed as required by changes in DfE guidance and the school's need to revert to online teaching in the case of further school closure.

Reviewed:
June 2020