



Remote learning online safety: safeguarding pupils and staff at DVIS (8.10.20)

At DVIS our vision is for all to flourish with God in life, learning and love. We aim to ensure all our practices are safe and lead to positive outcomes for everyone.

Our guide towards building safeguarding over digital educational platforms and when using the phone to speak with pupils, has been written to ensure all can flourish and be kept safe whether they are at school or at home.

Use school channels to communicate

Colleagues communicate with parents or pupils within agreed school channels e.g. school emails when necessary, Google Classroom, Google Forms, Google Meet, mobile phone (if the member of staff is using their own phone this has no caller ID enabled).

Parents should contact a member of staff via the office email or office phone. They may also contact staff via Google Forms to request a phone call. 48 hours response time is required.

Staff must refer to the expectations set in the DVIS staff code of conduct with reference to communicating with pupils and parents, and staff-pupil relationships, as well as our safeguarding policy and acceptable user's policy.

What to do in different scenarios

When using Google Classroom to set work and communicate

Pupils may:

- Comment in the communication 'Stream'
- Comments are linked purely to praise of others work, questions for another pupil or staff member, or addition of relevant content related to current topic or learning.

(If you disable pupil comments in the 'Stream', pupils will still be able to respond to feedback from their teacher on work they've handed in – they just won't be able to post on the 'Stream' page.)

To disable pupil comments in the 'Stream':

1. Open your class in Google Classroom
2. Click 'Settings' (the cog icon)
3. Scroll down to 'General'
4. Click the drop-down option to the right of 'Stream' and select 'Only teachers can post or comment'
5. Click 'Save'

If pupils comment, they should only talk about school work in the 'Stream' and that you may 'mute' them, i.e. stop them from posting or commenting (see below), if they post anything that's inappropriate or bullying in nature.

Parents can also opt out of their child posting in the 'Stream' too. If they opt their child out, mute them.

To 'mute' a pupil:

1. Click on a class in Google Classroom

2. Click 'People'
3. Next to the pupil you want to mute, check the box
4. Click 'Actions' > 'Mute'
5. Click 'Mute' again to confirm

To delete inappropriate or bullying posts or comments (these will still be able to be viewed if you need to use them as evidence – see below):

1. Go to the class
2. Find the post or comment you want to delete
3. Click 'More' (the 3 dots) > 'Delete'
4. Click 'Delete' again to confirm

To view deleted posts and comments:

1. Go to the class
2. Click 'Settings' (the cog icon)
3. Next to 'Show deleted items', click 'Show' to toggle on
4. Hide the deleted items again by clicking 'Hide' to toggle off
5. Click 'Save' to save your changes and return to the 'Stream' page

When using Google Meet

Staff members using Google Meets should:

- Sit against a neutral background
- Avoid recording in their bedroom where possible (if that's not possible, use a neutral background)
- Dress like they would for school
- Double check that any other tabs open in the browser are appropriate for a child to see, if the screen is being shared
- Use professional language

Ask pupils to be in a shared space in their house, rather than in their bedroom and appropriately dressed. Cameras can also be turned off if wished.

Ask parents who are there to be mindful that other children might see or hear them and anything in the background.

Parents should be asked if they are happy with recordings being made – it is for school records only.

To record in Google Meet:

1. In the meeting, click 'More' (the 3 dots) > 'Record meeting'
2. Wait for the recording to start
3. When finished, click 'More' > 'Stop recording'
4. Click 'Stop recording' again to confirm

5. Wait for the recording file to be generated and saved to the Meet Recordings folder. The meeting organiser and the person who started the recording will also get an email with the recording link

(In order to do this, the computer version of Meet will need to be used in order to record.)

When using Google Meet for live streams

Staff members should:

- Sit against a neutral background
- Avoid recording in their bedroom if they can (if that's not possible, use a neutral background)
- Dress like they would for school
- Double check that any other tabs open in their browser would be appropriate for a child to see, if the screen is being shared
- Use professional language

Live streams are recorded so there is something to go back to later on if needed, and a log of who is doing live streams and when will be kept.

In 'view-only' Google live streams, pupils will be [automatically muted and will not be visible](#), so there is less concern about what other adults in their homes might be doing at this time.

[Scheduled meetings](#) in Google Calendar or Gmail, will not allow pupils to rejoin once the final attendee has left. This means pupils will not be able to rejoin for their own private calls.

To [record](#) in Google Meet:

1. In the meeting, click 'More' (the 3 dots) > 'Record meeting'
2. Wait for the recording to start
3. When finished, click 'More' > 'Stop recording'
4. Click 'Stop recording' again to confirm
5. Wait for the recording file to be generated and saved to the Meet Recordings folder. The meeting organiser and the person who started the recording will also get an email with the recording link

(In order to do this the computer version of Meet will need to be used in order to record.)

If recording videos to share through YouTube

Staff members should:

- Record against a neutral background and avoid recording in the bedroom
- Dress like they would for school
- Double check that any other tabs open in the browser are appropriate for a child to see, if sharing the screen
- Use professional language

Teachers should set up a separate work account, set apart from any personal account. More information on how to set up with YouTube can be found following this link [HERE](#) along with a guide for staff. (Please check the book publisher's terms for recording the reading of books, usually found on their website.)

Staff members should:

- Set the videos to 'Unlisted' so that only people who have the link (e.g. parents who have been emailed) will be able to see the video
- Set the audience as 'Made for kids', so that adverts do not appear at the start of the video, and comments will be disabled

When uploading videos to YouTube:

1. Under 'Audience', click 'Yes, it's made for kids'
2. When at the 'Visibility' step, click 'Unlisted'

If phoning pupils

Members of staff should:

- Do this through parents' phones only (unless this itself poses a safeguarding risk), and in agreement with them
- Call in school hours as much as possible
- Make sure someone else at school is aware of the calls, and a record kept of the date, time of each call and key points of the conversation
- If speaking to the child directly, a parent must be there at the child's end, and have the phone on speaker phone
- Block the number so parents do not see it. Parents will possibly need a date and time window for the call if it is not to be ignored

If teachers are using video calling, take the same steps as above.