



Safeguarding Guidance for teachers, tutors and education professionals involved in Direct Remote Learning/Conferencing

This guidance is written for those who may be providing face-to-face online conferencing/contact during the present period of school closure or in situations where provision is required but person-to-person contact is not possible.

This may include professionals:

- Teachers/tutors providing remote seminars via video-conferencing, web platforms or phone conferencing.
- Teachers/tutors providing remote one-to-one or group lessons via video-conferencing, web platforms. It is highly recommended that for privacy and security reasons, teacher-pupil video-conferencing should only take place using Google Meet. Zoom should not be used at any time
- Pupil support services or other professionals providing remote sessions via video-conferencing, web platforms or phone-conferencing. (Who may also use TEAMS in the multi-agency context)

In all such situations staff are reminded that they must abide by the following guidelines:

- Highland Child Protection Policy <https://hcpc.scot/resources/>
- Highland Council's Acceptable Use Policy (AUP) https://www.highland.gov.uk/directory_record/374473/information_and_communications_technology_-_acceptable_use_policy_ict_aup

Please note the following additional information relevant to direct learning/conferencing situations:

- All sessions/lessons should normally be organised by the lead teacher/professional and signposted on recommended platforms such as Google Classroom or SeeSaw
- Contact should only be during school timetabled hours (or as agreed).
- Video sessions should only take place using authorised platforms-Google Hangouts, Google Meet (within the Highland Domain only).
- Advice is currently not to use a personal home phone when speaking with parents, as Google Meet with the camera off can replace a telephone call. If necessary though, teachers/professionals should use the 141 prefix to anonymise their personal number when communicating as required
- Teachers/professionals are required to meet the professional standards and expectations outlined in the GTCS Code of Conduct and Council's Acceptable Use Policy.
- Teacher/professionals must not provide their personal mobile number to pupils and must not be in receipt of pupil's personal phone numbers

- Audio/video sessions must be conducted in locations and situations which meet professional and safeguarding expectations. For video sessions, please note the following advice:

1. The room chosen for the session should be appropriate, e.g. living/dining room and the background of the image behind the teacher/professional should be neutral & appropriate, not providing personal or sensitive information.
2. An expectation to all pupils should be made that when they are involved in a video session, they should also do so in a public room e.g. living/dining room or appropriate are in a living space
3. A pupil can be asked to move themselves to an appropriate location if the teacher feels that this should be the case
4. Where possible, other individuals, e.g. children, family members etc., must not be in shot or be able to be heard during a video or audio session
5. Clothing worn by teachers/professionals should be appropriate for the situation
6. These expectations also apply to the student and the teacher/professional should terminate and reschedule the session as appropriate if it is felt that they are not being met.
7. Should a teacher/professional become concerned by anything that they see or hear during a session, then this should be reported to the Head Teacher or designated Child Protection Officer.
8. Teachers/professionals may record any sessions conducted via audio or video with agreement (e.g. to allow others to watch a lesson at a later date)
9. Students (and Parents) may **not** record any session conducted via audio or video

If in doubt, staff should check with line manager/Head Teacher/authority contact and not proceed with any session until this has been done

For support and assistance in the use of various digital tools, please visit the Highland Digital School Hub using the links below where a wide range of tutorials and guidance are available

- sites.google.com/millburnacademy.org.uk/highlanddigitalschoolshub/digital-skills/staff

There is also now a dedicated site for online safety which may be of benefit to parents and staff

- <https://sites.google.com/highlandschools.net/highlandonlinesafetycentre/home>