



Online Lessons: Safeguarding Agreement for Teachers - For all students up to Y13.

This agreement should be read in conjunction with the St Laurence Code of Conduct and the St Laurence School Child Protection Policy.

We want online lessons to be enjoyable and safe for everyone. Therefore, you are required to follow and adhere to our safeguarding agreement as this is best practice and will protect you, as well as ensuring all students are safe:

- Teachers must be vigilant, thoughtful and responsive regarding safeguarding. Always contact the safeguarding team if there are any issues or questions.
- Teachers must dress appropriately and professionally for online lessons (INSET day attire would be suitable).
- Teachers must ensure you are using an appropriate office space or communal room (never a bedroom) throughout any online lesson and will also ensure that any background visible in the online lesson is appropriate.
- You will make any members of your household aware that a live online lesson is taking place and will ensure they use appropriate language and behaviour if nearby.
- Teachers must watch through and check any links or videos you may direct a student to. You will make sure everything you use is age appropriate.
- Teachers must use appropriate language/ behaviour throughout any online lesson and maintain expected teachers' standards.
- Teachers should ensure all students have logged out of the online platform before exiting the lesson.
- Teachers must not contact parent/carers outside of any pre-arranged online lesson times using online lesson tools. If you need to contact the parent/carer, you will do this through the usual procedures of email or telephone.
- Teachers must never contact a child or young person or communicate with them outside of an agreed online lesson. Any communication about submission of work, or about anything else, will be via the parent/carer through their email account or telephone.
- Teachers must never accept a friend request from a tutee on any social media platform or make direct contact with a tutee outside of agreed lesson time other than via the parent/carer contact details (as covered above).
- Teachers must be professional, friendly and helpful, at all times.

Online Lessons: Safeguarding Procedures for Parents/Carers

We share with parents/carers the 'Online Lessons: Safeguarding Agreement for Teachers.' We also ask parent/carers to follow the safeguarding procedures below (TEACHERS must be familiar with this):

- Access to the online lesson platform is only via an invitation from the teacher using the student's school email.
- Your child/young person must take part in the online lesson in a suitable communal room (not a bedroom) and be appropriately dressed (they should be fully dressed in clothing that covers the top and bottom half of the body and never in nightwear).
- All members of the household must be aware that the lesson is taking place and should make sure they use appropriate language and behaviour when nearby or in the background.
- An appropriate adult, such as a parent or carer will be nearby, in the house, so that they can ask for help with anything if they need it. If parents / carers are unable to be present, they must have discussed this online safeguarding agreement with their child and give consent to their participation within its framework.
- Students should keep the door open of any room they are using whilst participating in an online lesson.
- Students must 'log off' the online platform when instructed to do so correctly and sign out before turning off any devices.
- You and your child will not contact your teachers using online tools or any other social media methods outside of the pre-arranged calls/lesson times. Any contact with the teacher outside of the lesson time will be via the parent/carer using either email or telephone. Any completed work that needs to be submitted to the teacher will be via class charts, the student's school email account or a parent / carer email account.
- If your child is of an age where they are using social media you will make them aware that they should never send any friend requests or try to contact the teacher in any way outside of pre-arranged lessons. A teacher is never able to accept 'friend requests' from a tutee on any social media platform. It is a professional teacher and student relationship only.