

COVID - 19 LMSDigiTeach Online Lessons

Safeguarding Appendix for Parents

The following advice has been given to all staff participating in LMSDigiTeach. Please take the time to read.

Safeguarding measures for online instrumental lessons:

1. Security: It is imperative that no other contacts are invited into the 'lesson'. As per lessons in school, the lesson is for the tutor and pupil explicitly. Arrangements for the date and time of the lesson should be made between the parent/carer and the instrumental teacher only, not the student themselves – it would be advisable to confirm the lesson time and date by email.
2. A parent or guardian MUST be on the premises. As good practise, you should greet the parent or guardian before the lesson commences.
3. Lessons MUST NOT be recorded onto any device, by any person involved in the sessions.
4. There should be no direct communication of any kind between the teacher and the student outside of the lesson. Any necessary communication, aside from the lesson itself, should be made through the parent/carer.
5. You should adopt an 'open-door' policy and expect some small interruption from a parent during the session.
6. Under no circumstances should the teacher take any still images during any part of the lesson.
7. The teacher should consider that, during the lesson, they have effectively turned the room from which they are conducting the lesson into an educational setting. The teacher should therefore dress and behave applicably and use appropriate language. The teacher should ensure that nothing inappropriate can be seen in the background by the student. Other people should not be in the room if it would not be appropriate for them to be in the same educational setting as the student e.g. it would not be appropriate for a non-DBS checked adult visitor to be in the room
8. Advise pupils to dress appropriately and communicate this to parents also.
9. The teacher should stop the lesson if they feel that the setting/attire does not meet expectations. Similarly, parents/carers and students should feel confident and able to stop lessons if they feel the teacher is not meeting expectations or behaving appropriately i.e. suggesting lessons take place in a student's bedroom would be unacceptable.
10. Provide structure in your lessons. Know what is going to happen during your lesson and what is needed.
11. The teacher should be aware that any safeguarding concerns or disclosures should be responded to and reported in the same way as they would if they had occurred in the school: Report to safeguarding lead: Lee Hextall and Jennifer McKie.
12. The parent/carer or any other person who has a safeguarding concern relating to the teacher, should report their concern to the Local Authority Designated Officer (LADO) – on 01522 554674 before filling out the report on the www.lincolnshire.gov.uk website.

13. Set your computer to Do Not Disturb

14. CLOSE DOWN ALL OTHER TABS/WEB BROWSERS

15. LOOK BEHIND YOU! Ensure that there is nothing of any personal nature within the screen shot – keep it as professional as possible, and as clear as possible. (Remember the BBC reporter with his child in the background of his bedroom?)

16. This is your professional outlook. Please ensure that this reflects your professional attitudes and separates from the personal.

17. DO not allow your device to '*remember password*' in this instance. Try to remember the advice given in your Information Governance about 2 stage authentication: 1=log onto your computer via a password 2=enter a password to log on to Google.

18. Remember to LOG OUT of Google GSuite when you have finished.

19. Do not send emails from the GSuite account as these are not monitored or authorised to be used by LCC.

***Parents/carers of older students, such as those in Year 12 or 13, will often ask the students themselves to make the arrangements for their instrumental lessons. We strongly advise against this, but should it be unavoidable, the teacher should comply strictly with the following guidance:**

- The teacher should ensure that they have explicit written consent from the parent/carer to make such arrangements directly with the student.
- Communications should be kept to an absolute minimum; must only be made via email; and use only written communication e.g. avoid the use of emoji or gifs as these can easily be misconstrued.
- The parent/carer must always be copied into the communication – it is the responsibility of the teacher (not the student) to ensure that the parent/carer is receiving such emails and aware of the arrangements.