



## **Guide to Online Safeguarding and Remote Learning**

The online home learning that is provided for pupils by Cardinal Newman High School staff is an extension of normal school provision. The existing school expectations and rules still apply. When learning online we recognise that pupils, staff and parents find themselves in a range of different situations due to the amount of online resources and communication platforms they may be using. This guide therefore aims to provide guidance on how students should engage with online learning. If you are unsure about any home learning practice, please contact the school's designated safeguarding officer, Ms R Finn, through our enquiries email address

### **Standards of Communication**

We expect all communication between pupils and staff to be professional, appropriate and related to learning or relevant topics.

- Approved platforms for communication between pupils and staff are Show my Homework and Microsoft Teams, although staff may also provide feedback on completed work through other approved platforms
- Pupils wishing to contact a member of staff individually should do so via the Show my Homework messaging function.
- Pupils should not allow anyone else to communicate online using their login or email address
- Staff will be available to communicate with students on Teams during timetabled lessons. Students can also send messages at any time via Show my Homework. Students should not email their teachers directly unless directed to by the teacher. Anything which needs to be sent by email should be sent to our enquiries email address and will be directed to the correct member of staff ([enquiries@cardinal-newman.co.uk](mailto:enquiries@cardinal-newman.co.uk))

### **Live Lessons**

All classes should adhere to normal school rules during these lessons. Student profiles are set up so that they are on mute and their camera is disabled in order to safeguard our students in their homes.

- Students should only use the chat facility if they have been asked to do so by the teacher, or if they have a question they need help with. Pupils should not use the chat facility to communicate with one another. The content of any chat must be related to the lesson and Standard English must be used. GIFS should not be posted in the chat. Account activity is monitored and students who breach these rules will lose their access to the live learning experience.
- Students should not unmute themselves unless asked to by the teacher. Under no circumstances must they mute anyone else, including the teacher. Account activity is

monitored and students who breach these rules will lose their access to the live learning experience.

- Students must not remove themselves or anyone else from a lesson. Account activity is monitored and students who do this will lose their access to online learning
- A teacher may remove a student from a live lesson if they are disrupting the learning in any way, or misusing the online tools. If a student is removed from a lesson they must not attempt to re-join a live lesson they have been removed from. Parents will be contacted if this step is necessary.

### **Online Safeguarding Concerns and how to report them**

If a pupil has any concerns whilst learning online they should inform a parent or carer. These concerns should be addressed through the appropriate channels, by contacting our safeguarding lead, Mrs R Finn, via the enquiries email address. For safeguarding reasons, parents or other family members should not participate directly in the live lessons. Please be aware that, to safeguard pupils and staff, a live lesson will not take place if there are less than three participants, however all classes should be larger than this so we fully expect all lessons to go ahead.

### **Device Security and Filtering**

Any content shared on the school system will have been filtered through the school's own security filters, which are outlined in our child protection policy.

Anything accessed by students directly through their home internet will not be filtered. Pupils should therefore inform parents of anything that they may access which school has not provided.

**Any concerns a pupil may have should be reported to a trusted adult immediately.**