

Appendix:

Safeguarding During the Coronavirus (COVID-19) Outbreak

This Appendix has been created in line with the DfE's 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' guidance.

We face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to the school community. This appendix includes provisions which the school will have due regard for during the coronavirus pandemic. The information in this appendix is under constant review and will be updated to reflect changes to government guidance as it is released.

The principles and processes outlined in [Keeping Children Safe in Education](#) (2019) remain in place and must be adhered to.

To support practice at this time staff should be familiar with the additional DfE guidance: [Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#).

This guidance is to help schools and teachers support pupils' education at home during the coronavirus (COVID-19) outbreak - [Safeguarding and remote education during coronavirus](#), which the DfE published on 19th April:

A reminder of the contact details and referral routes for anyone with a safeguarding concern about a child: Please continue to refer to the full Safeguarding policy for full details of contacts.

If you suspect a child is at risk of harm, contact the DSL dsl@roedeanmoirahouse.co.uk or one of the Designated Safeguarding Leads / Officers: Mr Andrew Wood, Mrs Cecy Kemp (Head of Juniors) ckemp@roedeanmoirahouse.co.uk for Junior referrals, Mrs Dawn Karkach, Mrs Ruth Harris-Moss (Head of Y11-13) or Mrs Ruth Wakefield (Head of Y7-10) pastoral@roedeanmoirahouse.co.uk

If you cannot contact them and you think that a child is at risk, phone the Single Point of Advice (SPOA) on: 01323 464222 or out of hours on 01273 335905 / 01273 335906. If you have a concern or allegation about a member of staff, then you must tell the Principal, Mr Andrew Wood.

If they are unavailable, or the concern is about the Principal, you should report it to the Chair of Governors, Mr Andrew Pianca (contact can be made via the Clerk to the Governors) clerk@roedean.co.uk

If you have a safeguarding concern about the Chair of Governors, you should report this directly to the Designated Officer at the Local Authority, <https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/lado/>.

- Council Member with responsibility for safeguarding – Jo Clarke – 01273 667355

- Police 101
- NSPCC Whistleblowing helpline 0800 0280285

1. Key definitions

1.1 For the purpose of this policy, the following definitions will be utilised:

- **Education hub:** a cluster of schools and colleges collaborating and sharing resources, staff and pupils in a local area.
- **Children of Keyworkers:** children of parents who work in the following industries:
 - Health and social care, e.g. doctors and nurses
 - Education and childcare, e.g. teachers and DSLs
 - Local and national government, e.g. administrative occupations
 - Food and essential goods retail, e.g. supermarket workers and grocers
 - Public safety and national security, e.g. police and ministry of defence workers
 - Transport, e.g. freight transport workers and train drivers
 - Utilities, communication and financial services, e.g. bankers, oil workers, and telecommunications (999 and 111 critical services)
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- **Vulnerable children:** those who have a social worker and those with EHC plans. Those who have a social worker include children who have a child protection plan and those who are looked after by the LA. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.
- **Volunteer staff:** staff who are working in a school that is not their usual place of work.

2. The Role of the DSL and Deputies

2.1 In light of the current crisis, the school has additional measures in place to ensure the safety and wellbeing of its pupils – this approach is led by the DSL.

2.2 During partial school closure, the DSL and their deputies are responsible for:

- Ensuring they or their deputies are available at all times, either in school or via telephone or online communication.
- Sharing their time and resources with other schools, where necessary.
- Being responsible for this appendix in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
- Identifying vulnerable children and communicating additional safeguarding provisions to pupils and their families.

- Ensuring the school's pupils that are attending another school (as part of the hub approach) have the required support and communicating the pupil's additional needs with the other school's DSL.
 - Working with other agencies and the wider LA to protect vulnerable children.
 - Ensuring staff are aware of reporting channels for safeguarding concerns.
 - Sharing their contact information with the school community.
 - Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.
 - Providing pupils with clear communication channels so they can report any concerns they have, including reports of peer-on-peer abuse.
 - Ensuring any pupil who is not formally considered as vulnerable, but who may still be vulnerable, has access to school where required.
 - Identifying a suitable member of the Senior Team to assume the role of temporary DSL should both themselves and their deputies become unable to work.
 - Providing all volunteers and volunteer staff with copies of this policy.
 - Adhering to safer recruitment procedures and carrying out risk assessments on volunteers where required.
 - Seeking assurances from employers of volunteer staff, to ensure they have up-to-date safeguarding training and are safe to work with children.
- 2.3 The Headmaster/DSL will report as during normal times to the Board of Governors on all relevant safeguarding concerns experienced during partial school closure.
- 2.4 The Headmaster/DSL will continue to work with the local safeguarding partners to ensure pupils remain safe during partial school closure.

3. Attendance

- 3.1 The school will no longer use its regular attendance register to record attendance during partial school closure.
- 3.2 The school will record and investigate any absences where it expected a child to attend school and did not or where parents have arranged care for their child who subsequently did not attend.
- 3.3 Measures are in place, in line with 2.2 of this appendix, to ensure pupils attending a different school are in a safe environment.
- 3.4 The Headmaster/DSL makes a pupil's temporary school aware of the reason why they are vulnerable (where relevant) and ensures the temporary school has access to the pupil's EHC plan and other supporting documents – this will be provided before the pupil is moved or as soon as possible.

3.5 The school will not prevent the transfer of safeguarding data to a pupil's temporary school, yet, it will always have due regard for data protection legislation during the transfer of information.

4. Staff training and safeguarding induction

4.1 The school will continue to ensure that all existing school staff have read part one of 'Keeping children safe in education' (KCSIE) and are suitably trained in this policy and any local safeguarding arrangements.

4.2 The school will continue to follow safer recruitment processes, in line with the relevant policy, when acquiring new staff.

4.3 Anyone who has not undergone suitable DBS checks will not be left unattended with pupils.

4.4 The school will report anyone who they consider a safeguarding risk by emailing Misconduct.Teacher@education.gov.uk

4.5 The school will have a rota system which allows the Head of Operations be aware of who will be in school at any one given time.

Online safety and security

4.6 All online programmes used will be checked by the DSL and Deputy DSL to ensure they are reputable and GDPR compliant.

4.7 The IT Department will work to ensure any loaned devices are secure and have the necessary antivirus malware protection downloaded.

4.8 Any online queries which require IT support will be addressed over the phone or online as much as possible – face-to-face contact is kept to a minimum.

4.9 The Headmaster (acting as DSL) will report back to the governing board how they are ensuring pupils remain safe online during partial school closure.

4.10 Pupils will report any suspicious online activity they encounter to the DSL or Head of Section.

4.11 Staff will adhere to the Staff Code of Conduct, including the one relating directly to online learning, at all times when delivering education online.

4.12 Staff will continue to report concerns over a pupil's safety online to the DSL.

4.13 The school will collaborate with parents and carers to reinforce the importance of online safety. See examples on page 8 onwards.

5. Mental health

- 5.1 The school understands how the coronavirus pandemic can cause pupils and staff to feel anxious and concerned and will offer any essential support required to those in need.
- 5.2 The Headmaster will encourage line managers to hold one-to-one meetings with their staff over the phone or via a video call to ensure they feel supported during this stressful time.
- 5.3 Pupils will be provided with different resources they can access to help them cope with their mental health, including ChildLine and other online services.
- 5.4 Face-to-face support will only be provided where necessary or unavoidable.
- 5.5 The School will have due regard for pupils' mental health and will provide contact details for Heads of Section, access to counsellors and links to relevant services during off-site learning.

6. Supporting pupils at home

- 6.1 The DSL will ensure every pupil has their contact information so they know how they can talk to them about any safeguarding concern.
- 6.2 Pupils are provided with online safety information by the School, including a Code of Conduct.
- 6.3 Pupils will be directed to practical online support, such as ChildLine, where they feel unsafe and require support outside of school.
- 6.4 Parents are given a list of websites their child will be accessing and any information of online sessions with staff their child will be participating in during partial school closure.
- 6.5 Parents and pupils are provided with the contact details of the DSL and Deputy DSLs so they can report any concerns they have.

7. Peer-on-peer abuse

- 7.1 The Headmaster/DSL will implement robust reporting procedures for peer-on-peer abuse during partial school closure and communicate these to all staff, pupils and parents. All pupils have the contact details of Heads of Section, DSL and Deputy DSLs.
- 7.2 Reports made regarding peer-on-peer abuse will be risk assessed by the DSL and/or Deputy DSLs, on a case-by-case basis and, where required, investigated immediately and reported to the relevant authority, e.g. the police or CSCS where required.
- 7.3 Both the alleged perpetrator and victim will be provided with support whilst the report is being investigated.

- 7.4 Pupils will be provided with the contact details of relevant bodies who can provide support to them during this time, e.g. ChildLine.
- 7.5 The DSL, or Deputy DSLs, will keep the victim, the alleged perpetrator and their families up-to-date where necessary with details of the investigation, including the conclusion and how appeals can be made.
- 7.6 Individuals will be given a copy of the school's Complaints Policy and Exclusions Policy to assist them with the appeals process.
- 7.7 Communications will be made online or by telephone, unless face-to-face contact is unavoidable.

8. Monitoring and review

- 8.1 The DSL is responsible for continually monitoring DfE updates and updating this appendix in line with any government changes and guidance from the local safeguarding partners.
- 8.2 Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.

Twenty Safeguarding Considerations for Lesson Livestreaming

Just because schools are supporting students remotely and sending work home does NOT mean that you need to livestream lessons. This should only be done where you are equipped to do so safely. But if you are considering it, bear these things in mind:

| | | |
|--|--|--|
| <p>1 Only use school-registered accounts, never personal ones</p> | <p>2 Don't use a system that your SLT has not approved</p> | <p>3 Will some students be excluded? Do they have internet, a device and a quiet place?</p> |
| <p>4 Do students and staff have a safe and appropriate place with no bedrooms or inappropriate objects/information visible?</p> | <p>5 Check the link in an Incognito tab to make sure it isn't public for the whole world!</p> | <p>6 Has your admin audited the settings first (who can chat? who can start a stream? who can join?)</p> |
| <p>7 What about vulnerable students with SEND and CP needs?</p> | <p>8 Don't turn on streaming for students by mistake – joining a stream ≠ starting a stream</p> | <p>9 Never start without another member of staff in the 'room' and without other colleagues aware</p> |
| <p>10 Once per week may be enough to start with – don't overdo it and make mistakes.</p> | <p>11 Keep a log of everything - what, when, with whom and anything that went wrong</p> | <p>12 Do you want chat turned on for pupils? Can they chat when you aren't there?</p> |
| <p>13 Avoid one-to-ones unless pre-approved by SLT</p> | <p>14 Remind pupils and staff about the AUP agreements they signed* The rules are the same</p> | <p>15 Remind pupils and staff about the safeguarding policy and reporting process – does it work remotely?</p> |
| <p>16 Do you want to record it? Are students secretly recording it? You may not be able to tell.</p> | <p>17 How can students ask questions or get help?</p> | <p>18 What are the ground rules? When can students speak / how?</p> |
| <p>19 If you don't understand the system, if it won't be safe or reliable, if teaching won't be enhanced, DON'T DO IT.</p> | <p>20 Is your DPO happy? GDPR covered? Parental consent needed?</p> | <div style="border: 2px dashed white; padding: 5px;"> <p style="font-size: small; margin: 0;">THE DIGISAFE TEAM WILL BE EXPLORING SAFE SETTINGS FOR THE MAIN PLATFORMS CHECK OUR SOCIAL PAGES @LGfLDigiSafe</p> </div> |

Pupil Code of Conduct

Keeping Everyone Safe

While learning online and remotely, both during timetabled hours and during school-related activities, you are expected to follow these basic rules, procedures, and expectations:

Your first priority at school, and therefore with online education is **to learn**. Avoid distractions that interfere with or undermine that key purpose. Keep your phone and personal emails turned off, as you would if you were in school.

Be ready with appropriate materials, with all required preparation work, properly dressed, and ready to work at the **designated time** that the class begins.

Only use school-designated and agreed forums for communication, which in this case are limited to **Microsoft Teams, Tapestry, and School Email** only. **Zoom** is only to be used by R-Y2 when both teachers and parents are present. This is because these junior pupils do not have school email accounts to enable Teams use.

Use school-appropriate **language** and **behaviour** at all times, while maintaining friendly and courteous behaviour. Be **polite** and **respectful** to everyone, including other students, teachers, support staff, and your parents/guardians. Follow individual teacher instructions, class rules, and expectations at all times.

Continue to follow our IT Acceptable Use policy (attached) that you signed at the start of the year. **Do not set up your own Teams or Channels** in Microsoft Teams.

The Chat function in Teams is only to be used to share ideas as pupils as they would in school when adopting Talking Partners practice. Staff monitor this activity to ensure that all conversations are appropriate, challenging those that are not.

Use online materials, recordings, and access respectfully, by agreeing **never to record, take screenshots or photos, or share materials involving a pupil or teacher**.

Online attendance and participation in class, as well as engagement with learning assignments, are an essential part of your education, and attendance online is the responsibility of both you and your parents. Provide feedback so we can improve things for you.

Make sure your online environment is suitable and safe by working in an appropriate space in your home, and with an adult around for help and support. Please contact your Personal Tutor or Head of Section if you have any concerns, but avoid sharing your anxieties with your friends if we can help solve them for you.

For any technical issues please contact the **IT helpdesk**:

ITsupport@roedeanmoirahouse.co.uk

10 TOP TIPS

REMOTE LEARNING FOR CHILDREN

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For students, it's the perfect way to ensure they still get the education they need, despite not being at school. However it also requires a level of discipline and careful planning. That's why we've created this guide to help pupils understand different aspects of remote learning and to support them in ensuring their experience is as safe and secure as it can be.

1) Treat remote learning the same as classroom learning

Despite being at home, it's important to remember the same rules apply as being in the classroom, particularly in respect of behavior and conduct. Focus on learning and don't get distracted by your surroundings.



2) Use classroom language

If you are encouraged to communicate through emails and online messages, don't use shorthand text speak and write as though you would speak in class. Remember to be respectful and polite and avoid posting negative comments or spamming the chat.



3) Take regular screen breaks

Whilst remote learning might be an exciting experience to begin with, having prolonged periods of time in front of a screen isn't always healthy. Remember to have regular screen breaks where possible and in your spare time, try to get some fresh air and enjoy other activities away from electronic devices.



4) Always conduct video learning in an open space at home

To get the best experience from remote learning, it's important to create the right environment around you. Try to set up a 'mock classroom desk' at home in an open space so parents can supervise if necessary. Avoid bedrooms as this could be considered inappropriate.



5) Only communicate through approved school portals and platforms

It's important that you send messages and any pictures or images required for class through approved school channels, such as internal learning portals or approved platforms. This will help to keep your personal information safe and secure.



6) Stick to teacher rules and guidelines around online learning

Your school should issue you with guidance around remote learning and the rules to follow. Always maintain classroom behaviour and try to remember that you are in a learning environment and not a social setting.



7) Dress in school uniform

As part of your learning environment, try to maintain school uniform/dress. This will help as part of replicating classroom learning in the home. Try to avoid wearing anything too casual as this could be deemed inappropriate for school.



8) Don't share passwords or other sensitive information

In order to begin your online lessons or to gain access to learning materials, you may be provided with login details and passwords. In the same way you keep your personal details private, always keep these safe and never share them with others.



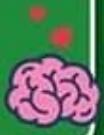
9) Don't use school platforms to discuss personal matters

It's important to keep your school communication channels separate from your own personal communication with friends and family. Don't be tempted to engage in casual discussions or send images, videos or links via official school apps or platforms that aren't associated with your learning.



10) Look after your mental health and wellbeing

Remote learning ultimately means working alone and missing out on daily social interaction with your friends. If you ever feel frustrated, low or sad, it's important to discuss how you feel with your parents or your teacher. Keeping in touch with friends over the phone or on social media can also help to keep your spirits up.



Staff Code of Conduct for Remote Learning

Keeping Children Safe

Face to face and 'live' sessions at Roedean Moira House during the current school suspension will provide both teachers and students with a valuable educational platform that will continue to connect our school community for productive learning and pastoral relationships.

The platform that should be used for all face to face sessions is **Microsoft TEAMS**.

Zoom is only to be used by R-Y2 when both teachers and parents are present. This is because these junior pupils do not have school email accounts to enable Teams use.

It is envisaged that, over time, the content of these face to face sessions will evolve. To begin with, Microsoft Teams can be used for:

Pastoral check-ins, Class discussions and group work, Setting assignments, Review and feedback on work

To create a safe environment for our students when engaging in a face to face session, there are several things for a teacher to consider:

- Familiarise yourself with Privacy and Mute settings and other key functions of Teams.
- Any face to face sessions should take place during **school time** during core hours (8.50am-3.50pm GMT) and must be hosted and supervised by the class teacher at all times. There may be exceptions and you should discuss these with your line manager.
- Face to face sessions should be hosted from a quiet, safe space without distractions, mirroring the formality of a classroom environment wherever possible.
- Consider and be sensitive to the needs of individual pupils and children who may be sensitive to certain topics or issues that may arise during the face to face session.

Concerns should be submitted to the Head of Year or DSL as necessary via school email. If you are worried about the nature of what you are sharing, alert the DSL first.

- The Pastoral team (Head of Section, Pastoral Managers, DSL, Deputy DSL's) will be on hand to handle any upsetting developments that may occur during the face to face session.
- When a face to face session is finished, please ensure the pupils exit the live session and then close the meet once they have all signed out.
- All 'live lessons' are to be recorded where possible and appropriate. The lesson recording can then be made available to students who need to access the learning at other times. Pre-recorded lessons or part-lessons are encouraged when discussion and feedback is not required.
- All 1:1 'live lessons or face to face discussions' are to be recorded and the recording must be emailed to dsl@roedeanmoirahouse.co.uk, where possible and appropriate. Parental supervision is requested under such circumstances.

Guidance for Ensuring Everyone is Safe

- The first session should be a reminder on the protocols and parameters of face to face learning. After that, the first few minutes of each session should remind pupils of the expectations, rules, and regulations that keep pupils and teachers safe online.
- Follow the agreed timings of the school day and if you have any particular needs please ensure you seek permission from the Headmaster.
- Please ensure you are in professional dressed throughout any face to face interaction – smart casual is acceptable.
- Please keep a record of attendance in each of your sessions and share each week. All absences should be reported to Head of Section.
- Teachers should alert the Head of Section should any interactions or behaviours be a cause of concern or impact on learning or progress.

National Online Safety
#WakeUpWednesday

10 TOP TIPS

REMOTE LEARNING FOR TEACHERS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For school staff and teachers, there is a lot to consider and planning is key to ensuring a smooth transition from classroom to home. That's why we've created these top tips to help school staff ensure they deliver the most secure and safest remote learning experience they can, both for themselves and their students.

- 1) Familiarise yourself with the relevant policies**
While remote learning might be uncharted territory for you and your school, ensure you still adhere with the relevant policies around safeguarding, acceptable use, data protection, student behaviour and online conduct, for example.
- 2) Consider your surroundings**
The use of webcams, video and live streaming must be done with careful thought. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Avoid bedrooms.
- 3) Create and disseminate a clear distance learning policy and guidance**
This is important so that parents and pupils are clear as to what is expected of you, including around behaviour and conduct. It will also provide them with a level of confidence and reassurance.
- 4) Only use school approved platforms and communication channels**
Make sure that you keep to communicating through official outlets, such as your school online portals or assigned email addresses. Never communicate using personal emails or numbers and refrain from communicating outside of school hours.
- 5) Maintain professional dress at all times**
Treat any online lesson the same as delivering a lesson in the classroom. Maintain a professional image and never wear anything inappropriate or revealing. Encourage your students to also wear their school uniform.
- 6) Distribute a class timetable/schedule for remote learning**
This will help to maintain a structure and lesson plan to classes. Include the frequency of lessons, duration, how they will be delivered, times for online and offline learning and any links. This will give parents a sense of structure and reassurance around lesson delivery.
- 7) Ensure you use the correct/appropriate technology**
Remote learning will mean that you will need to employ the right technology and software to ensure that students are able to access learning in the safest and most secure way. Look to distribute a list of safe apps and software that are secure and won't raise any safeguarding concerns.
- 8) Protect personal data**
Only use appropriate systems and software that require email and password login. It's always best practice to only use school-provided email addresses.
- 9) Consider the needs of SEND pupils and vulnerable learners**
It's important to try and accommodate all students, including children with SEND or those who are more vulnerable, and take into account different levels of learning.
- 10) Try to make lessons fun and engaging and encourage regular feedback**
Remote learning is a fantastic way to be imaginative with teaching and learning and a great way to encourage independent thinking. Try to encourage a two-way flow of communication with parents and students to help maintain transparency and confidence in the learning process.

www.nationalonlinesafety.com Twitter - @nationalonlinesafety Facebook - /NationalOnlineSafety Instagram - @nationalonlinesafety

Users of this guide do so at their own discretion. No liability is entered into. Current as of the date of release: 20.01.2020

Parent Code of Conduct

Keeping Everyone Safe

While learning online and remotely, both during timetabled hours and during school-related activities, your daughter is expected to follow these basic rules, procedures, and expectations:

Her first priority at school, and therefore with online education, should be **to learn**. Please help her to avoid distractions that interfere with or undermine that key purpose, eg. to keep her phone and personal emails turned off during the school day.

Please help her to have the appropriate materials, with all required preparation work, and be ready to work at the **designated time** that class begins. She should be properly and appropriately dressed, so bedwear is not suitable.

Your daughter is only permitted to use school-designated and agreed forums for communication, which in this case are limited to **Microsoft Teams, Tapestry, and School Email** only. **Zoom** is only to be used by R-Y2 when both teachers and parents are present. This is because these junior pupils do not have school email accounts to enable Teams use.

Pupils are not allowed to set up their own Teams or Channels in Microsoft Teams – please can you check that the only Teams your daughter belongs to have been set up by a teacher.

The Chat function in Teams is only to be used to share ideas as pupils as they would in school when adopting Talking Partners practice. Staff monitor this activity to ensure that all conversations are appropriate, challenging those that are not. Parents are also requested to monitor their daughter's activity on chat.

Please encourage her to use school-appropriate **language** and **behaviour** at all times, while maintaining friendly and courteous behaviour. Informal language is normal outside of school, so she may need a reminder to avoid using emoji's or 'xx', for example, when she is communicating in Microsoft Teams.

Please be aware that she has been reminded to be **polite** and **respectful** to everyone, including other students, teachers, support staff, and you.

Please read the attached IT Acceptable Use policy that your daughter signed at the start of the year. Please ensure she is reminded to adhere to this.

It is important to ensure that she **never records, takes screenshots or photos, or shares materials involving a pupil or teacher.**

Online attendance and participation in class are an essential part of her education and attendance online, as for school, is your and our responsibility. We will contact you if your daughter is not 'attending lessons' as required or engaging with the assignments set.

Please make sure her online environment is suitable and safe by encouraging her to work in an appropriate space in your home, being available if she needs help and support.

All 'live lessons' are recorded where possible and appropriate and will be made available to students who need to access the learning at other times.

All 1:1 'live lessons or face to face discussions' are to be recorded and the recording will be emailed to dsl@roedeanmoirahouse.co.uk to ensure safeguarding practice, where possible and appropriate. Parental supervision is requested under such circumstances.

Please contact the school as indicated below if you have any concerns, and do not share concerns on social media in order to avoid spreading undue anxiety.

Your daughter's **Head of Section** for any concerns or feedback.

- The **IT helpdesk** if you have any technical issues: ITsupport@roedeanmoirahouse.co.uk

10 TOP TIPS

REMOTE LEARNING FOR PARENTS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For parents and carers, the idea of remote learning isn't always straightforward and there can be a number of factors they need to consider, especially around ensuring their children feel comfortable and are familiar with the whole concept. That's why we've created this guide to help parents and carers support their child in getting the most out of their remote learning experience.

1) Take an active interest in your child's learning

As a parent or carer, remote learning will be a new concept for your child and there are bound to be a few teething problems to start with. Take an active interest in their learning and help support them whenever they need a helping hand.



2) Monitor your child's communication and online activity

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite, remember their manners and not to post or send any negative comments just because they are behind a computer.



3) Establish a daily schedule and routine

Working from home and trying to learn in a more casual setting that children might associate more with play and a degree of freedom might take a bit of getting used to. Try to stick to a daily routine and use the timetable/schedule that schools have sent home to help children keep on top of their daily learning.



4) Encourage screen breaks away from devices

Remote learning will inevitably require more interaction with computers, laptops and tablets. Teachers will invariably advise on screen breaks however it doesn't hurt to keep a check on their time online or encourage them to get some fresh air/exercise.



5) Ensure your learning device is in a public space in the home

It's important to consider where your PC or laptop is placed if live video is being used. Try to keep the background neutral with no personal information visible and move learning devices out of the bedroom as this could be deemed inappropriate.



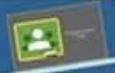
6) Implement safety controls and privacy restrictions on apps and software

Dependant on how your school implements remote learning, your child may be required to download certain software or apps. Whilst these are likely to be relatively safe to use, like any other new app or platform, parents should still implement safety controls as a precaution.



7) Ensure your child only uses official school communication channels

It's important that all communication with teachers and school staff is directed through approved school channels, whether that be through the school's online portal or the relevant secure messaging site.



8) Familiarise yourself with relevant school policies

Schools should have a policy on remote learning and direction that they can share with parents. Familiarise yourself with this and ensure you know what is expected of teachers and your child during lessons, both online and offline.



9) Maintain feedback with teachers

Engage in communication with teachers where possible and try to feedback progress and development as well as any helpful suggestions around the learning process. Be transparent but remain professional and only use official channels to communicate.



10) Monitor your child's wellbeing and mental health

Remote learning will likely mean that your child won't get the same level of social interaction and might not see their friends for a while. Keep a check on their wellbeing and try to encourage them to get out as much as you can. Whilst learning from home might seem fun and exciting to start with, missing out on seeing their friends everyday might take its toll.

