

Remote Learning at Sydenham: Safeguarding Protocols

It is essential that all students follow our live lessons guidelines below so that all students can learn in a safe and supportive online environment:

1. Teachers will guide students in whether to have their video and audio on or just audio.

Teachers will share the remote learning '5 to Start' slide with the class

2. A parent/carer must be able to hear the session

3. If only audio is turned on:

- Students must have their microphones set to mute and only unmute when you ask to by their teacher.
- Students can signal they have a question by writing 'question' in the comment box or by raising their hands using the raise hand icon
- Students must speak in a respectful way and must stay on the topic of the session.

4. If audio and video are turned on, the following protocols must also be in place:

- Students and any parent/carer in view must be in appropriate clothes and have a neutral and appropriate background (e.g. use a background effect or blurred background if the space is shared or if a personal space is visible such as a bed).
- Teachers should ensure that a neutral and appropriate background is used if not in school and that clothing appropriate for school is worn

5. If students are not following the protocol:

- They may be 'muted' by their teachers and they may be removed from the classroom. If this happens the CL/YLC must be made aware and this incident will be recorded in the school's behaviour spreadsheet and parents/carers will be notified