

## Safeguarding Protocols for remote teaching and learning support and 1:1 support using cameras

These protocols have been developed to ensure the safety of staff and students and to allow the “normal” full experience and engagement of college life.

### 1:1 Meetings

- All 1:1 online meetings should only take place with cameras on during a previously planned and documented appointment (use ProMonitor meeting to record this event prior to meeting taking place and record comments in appropriate template)
- 1:1 video calls **should** be conducted from a college campus unless unavoidable – this is to safeguard you as staff. If you do work from home, you **MUST** blur or add a background effect so that there are no memorable/personal aspects of your homelife that students can see.
- If at any time you feel uncomfortable during a 1:1 call, with something done or said, you should end the call as soon as possible and report any concerns to your line manager and The Safeguarding Team. Examples may include: inappropriate dress or location
- Please note: If your safeguarding training is not up to date you **MUST NOT** conduct a 1:1 video or phone conferencing session. Refer to your line manager for further guidance.
- Encourage students to maintain an awareness of employability skills in how they conduct themselves in online sessions.
- Students must have undertaken the digital learning induction. Please be reminded that cameras cannot be switched on for any 1:1 meetings until the digital learning induction has been completed. Teams calls without video can still take place until then.
- Conduct yourself in a professional manner throughout calls with students - you remain an employee of Abingdon and Witney College throughout the call.
- Be punctual and courteous. Language must be professional and appropriate.
- Don't multi-task; the student will be aware
- Don't leave multiple applications open during the call as it may affect the quality
- Don't wear stripes or heavy patterns creating pixilation of images

### Teaching and learning using cameras

- Deliver teaching and learning sessions to learners from a desk or other appropriate location. If you do work from home, you **MUST** blur or add a background effect so that there are no memorable/personal aspects of your homelife that students can see.
- If you are working from home be aware of your surroundings and position yourself away from where your children, spouse, or pets are. Turn your phone to silent
- Remind students to blur their screens
- Remind students that all teaching sessions may be recorded so that students who need extra support or to reinforce the learning that has taken place can view the session again.
- Be punctual and courteous. Language must be professional and appropriate. Treat this just like any teaching space.
- Test your camera and resources before the scheduled session
- Look at your screen, pay attention to others and when speaking make sure to look at your camera.
- Restrict the number of applications open to avoid inadvertently sharing confidential information with students
- Check what you can see when you first log in as this is what others will see.
- Mute your microphone when not contributing to discussion to avoid any background noise. Advise students to follow the same format.