



SAFEGUARDING GUIDANCE FOR STUDENTS PARTICIPATING IN REMOTE (LIVE) LESSONS AND THE PARENT/ CARER RESPONSIBLE FOR THEM.

1. All Riddlesdown remote lessons will be delivered through 'Google Meet' video conferencing accounts hosted by Riddlesdown Collegiate. These accounts are secure and encrypted.
2. 'Google Meet' lessons will be scheduled by the class teacher or Tutor using Riddlesdown accounts and the students' Riddlesdown email addresses, through Google classroom.
3. Students should be in a communal room, where possible, not their bedroom, and must be dressed appropriately. Even though lessons are at your home, we respectfully ask students to be dressed appropriately for daytime. Teachers are under strict instructions not to proceed with lessons where inappropriate clothing is being worn.
4. Students will be required to have their camera on, at all times, during the live lessons to safeguard the other students and the teacher that are participating in the lesson; so there is transparency about who is participating in the lesson.
5. Students should use the 'background blur' function during live lessons or try to ensure they have a plain wall or background behind them.
6. A "sound-safe" environment should be established in the room where the lesson takes place. Microphones are sensitive so you will need to make sure there are no televisions/game players or domestic appliances running in the same room. Microphones may pick up unwanted conversations in the background. No one other than the student and designated adult should be visible or audible during the lesson.
7. Google Meet, with a secure link from the Riddlesdown account, is the only method of communication used for the lessons. A Riddlesdown teacher will only contact you via their secure Riddlesdown (riddlesdown.org) email address, other than a phone call in an emergency.
8. Any online resources used or recommended will be checked by the teacher for appropriate content. This may be displayed as a screen share to your son/daughter's device.
9. Should any safeguarding concerns be raised by a student, parent/ carer or teacher, they should be reported to the Riddlesdown Designated Safeguarding Lead, Mr Holway, using the following contact details, as soon as possible: Tom.Holway@riddlesdown.org
10. Teachers, parents and carers are all responsible for reminding children and young people about internet safety. It is important to make the distinction between these lessons, where the adult is known and trusted in real life, and talking to strangers online.

GOOD PRACTICE

1. To maximise the lesson time, ensure that all hardware and software is set up and working before the teacher attempts to make contact. This includes testing the microphone and speakers on the computer and Google Meet software. The teacher cannot make-up lesson time lost to equipment not being ready.
2. Students should have their equipment ready to go, and within reach of the camera position.
3. If possible, students should join the meeting before the teacher so the lesson can begin as soon as the teacher is ready. They may be switching quickly from one lesson to another. The teacher may well have another lesson straight after yours so there is no facility to over-run to compensate for late starting.
4. Students should remember to be kind at all times and to value each other.

PRATICAL LESSONS: HEALTH & SAFETY GUIDELINES

1. Students must warm up before logging on to the lesson, for example - using pre-recorded warmups, available on Google Classroom (or Joe Wicks' warm-ups on YouTube) for 10 minutes.
2. All students should adhere to kit-safe practice. This means students must complete physical activities in appropriate footwear (or barefoot for Dance), with hair tied up, jewellery to be removed and Riddlesdown kit to be worn.
3. Ensure you have the following equipment with you at the start of the lesson: a water bottle, note pad/exercise book and pen to write notes during and after the lesson.
4. Have adequate space, clear of any obstacles or furniture where possible around you.
5. Make sure to have eaten at least 45minutes before the lesson if possible.
6. Pay attention to detail when learning practically in the lesson particularly in terms of alignment - to prevent injury.