



Using video conferencing software for teaching and learning.

Safeguarding information for staff, students, parents and carers.

Student and staff safeguarding is the highest priority during any remotely streamed video lesson. All users must follow the 'Acceptable Use' agreement they have signed. The school will sanction any participant who breaks the rules and report any illegal activity to the police. The following points must be observed to protect both the student and the member of staff.

Staff only use **Microsoft Teams** to hold the meetings or lessons. We do not use insecure platforms as this may expose participants to the risk of hacking.

Staff will make sure **another adult** is invited to lesson by making them a member of the team. This should be the Head of Department or line manager who may drop in to the lesson in the same way they might in school. Another teacher may also be added to allow one-to-one conversations between teachers and students.

Dress Staff and students must wear suitable clothing for the lesson. Every-day clothing is fine.

Location Staff and students should use background blur to minimize distractions and fade out personal items.

Communication Lessons will take place at the scheduled time on the timetable. Students should not initiate any other meetings with members of staff. During the lesson students should enter the meeting on mute with no camera until the teacher prompts them to unmute. Students should stay on mute and camera off when not talking and use the message feature appropriately. Inappropriate content must not be shared.

Language Staff, students and any family member in the background, must use appropriate language during the lesson. All participants should be kind to others in their communication.

Privacy Members of staff will always use their school email and not a personal email or social media address to contact parents, carers or students. Students should not record the session or capture images of any other people or share such images with anyone else.

Concerns Members of staff will record every lesson for students who cannot attend and as a record of the conduct in the lesson for safeguarding and training. Staff will contact the DSL and record on CPOMS any safeguarding concerns. Students should contact their Head of Year or use the 'Keep Safe' tab on Firefly.

Students, parents, carers or any other person who has a safeguarding concern relating to a member of staff should report their concern to the Local Authority Designated Officer (LADO) Telephone: 03003 033892, Email: LADO@cumbria.gov.uk or Cockermouth School Designated Safeguarding Lead: Mr S Milledge milledges@cockermouthschool.org 01900 898888.