

Online E-Safety and Social Media Policy. Appendix A – Procedure for using online platforms to deliver lessons/one to ones, staff and students.

Current Status	Operational	Last Review:	July 2025
Responsibility for Review:	Group Head of Pastoral Support and Administration	Next Review:	August 2026
Internal Approval:	SLT	Originated:	September 2019

**PROCEDURE FOR DELIVERING LESSONS/ONE TO ONES - USING
ONLINE PLATFORMS**

The following information applies to both curriculum and student services:

We have taken advice from safeguarding professionals and our own colleagues to create the following protocols. If we have to deliver live lessons via online platforms we have given some general rules and more specific information for how to conduct the sessions. We have assessed any risks and taken appropriate actions to minimise potential harm to both students and staff.

General Procedures

Ratio Sessions can operate with one staff member to one student, as long as the procedures below are adhered to. There may be some instances where exceptional circumstances apply and this may require more staff to be present. If you are ever unsure, please liaise with your line manager or DSL.

Risk Assessment We will be producing a Security Risk Assessment in the first instance, in accordance with advice taken from the National Cyber Security Centre that addresses the following – amongst more general information, it will address how we implement basic security controls; where the data / recordings are stored; who has access and what can we do with it

Staff are responsible for ensuring that they are up to date with mandatory safeguarding and on-line E-safety training

Consent Communication will go home to ensure that parents, carers and students understand the benefits and risks of online lessons and consent will be gathered at enrolment, within pre-existing paperwork and alongside other disclaimers that students are asked to sign.

Platform Staff must make sure that the platform they are using is suitable (age specific). Our preferred platform is Microsoft Teams. If staff members are accessing families' contact details at home, we must ensure that they comply with the Data Protection Act 2018. Staff should only use either a student's college email address or parents' and carers' email address to communicate with students. Always check the privacy settings before conducting the session.

Scheduling	Staff should only contact students during normal school hours, or at times agreed by the school leadership team (DfE, 2020). All online meetings MUST be scheduled into staff and student calendars and not be 'ad hoc' in nature. To comply with safeguarding measures, staff managers will have the capacity to 'drop in' to any session without prior notice. Any 1:1 for the Supported Learning students and high safeguarding concern student must then take place only at the days / times agreed with parents / carers. Parents and carers should be present in the home at the time
Recording	Everyone needs to be reminded that the session is being recorded. It should also be made clear that it is not acceptable for students to record and onward share parts or all of the recording. It is therefore essential that the member of staff initiates the recording and not the student and that the staff member remains the 'owner.'
QA	To comply with safeguarding quality assurance measures, managers must always have the capacity to 'drop in' to any session and both staff and students should be made aware of this as part of any overall policy
Behaviour	Staff should familiarise themselves with the privacy settings and know how to report any offensive or abusive content., End the call, if at any time you feel uncomfortable with something done or said during a 1:1 call and report any concerns to your line manager and / or DSL

The Teaching or One to One 'live' Session

Whilst using an online platform to teach 'live' sessions to students or conduct a One to One, Staff must:

- Test your audio and video before a scheduled call and put your phone on silent
- Be punctual and courteous, dress as you would for work and always use professional language
- Double check that any other tabs you may have open in the browser, that would be inappropriate for a student to see, are closed - if you happen to be sharing the screen
- Please choose a suitable background before the session begins and avoid recording in a bedroom
- Meetings which include external parties, introduce yourself and take note of other attendees' names
- Students should also be in a shared space in their house, rather than in their bedroom
- Ensure that students are appropriately dressed
- Remind students of the '*raise your hand*' and '*chat*' features, at the start of the session –agree guidelines for conducting the chat in accordance with the aims of the session
- Remind students at the start of each session that it is being recorded

- If you need visual access to a teaching aid, please use a neutral background
- Students should not be left in the livestream after the teacher departs – the member of staff should close each session and be the last to leave
- Under NSPCC guidelines, sensitivity should be given to the needs of individual students, either SEND or the sensitivity around certain topics or issues that may arise during the livestream

Don't:

- Multi-task: your audience will be aware.
- Extend one to one discussion unnecessarily

SCHOOL NAME

LIVE LESSONS – EXPECTATIONS OF ALL PARTICIPANTS

 Switch off your camera and microphone before joining. This protects your privacy and stops any background noise at your location from disturbing the lesson. These can be turned back on later if you need to ask questions. Ensure you are appropriately dressed in case your camera accidentally turns on.

 The lesson might be recorded. You will be advised of this. This allows you and any absent pupils to play it back later.

 When you 'join' a lesson, this tool bar will be available. Hover over the screen, about 1/3 of the way up from the bottom to display it.

 Let your teacher know you have a question using this tool. Please wait to be asked to speak, just as you would in a lesson. If you click  you will see that your hand is raised. Speak clearly and use appropriate language.

 Have a question but don't have a microphone? Use the 'chat' feature and type your question instead! Check to see if someone else has already asked your question. If they have, hover over the top of the question and click on the 'thumbs up', so your teacher knows which questions are most popular.

Be confident, calm and caring
Sometimes the technology doesn't always work; sometimes internet connections 'lag'

 

1. Whilst using an online platform students must:

- Dress appropriately, as you would for college
- Use appropriate language at all times
- Ensure your location is appropriate, avoid being in a bedroom where possible, a shared space in your house is preferential.
- Please choose a suitable background before the session begins.
- Be punctual
- For group meetings, use the '*raise your hand*' and '*chat*' features to avoid confusion
- Students will not be able to stay in the livestream after the teacher departs.
- Test your audio and video before a scheduled call and put your phone on silent.

Useful further guidance:

Online E-Safety and Social Media Policy



[Staying Safe While Learning and Teaching Online | The University of Edinburgh](#)

<https://www.gov.uk/guidance/safeguarding-and-remote-education>