

# Online Education Safeguarding Policy

Last Updated July 2021

This policy is provided as an annexe to our existing Safeguarding Policy, and it is designed to give policy guidance specifically for online education. This policy applies to all staff, including permanent and temporary employees of Zen Educate, as well as educational professionals (supply staff and tutors) who receive assignments through Zen Educate and anyone working on behalf of Zen Educate as an online teacher or tutor, or in any other capacity related to online education.

Alongside this policy, all education professionals undertaking work in online education on behalf of Zen Educate must also agree to and adhere to Zen Educate's Code of Conduct and Social Networking, Phones and other Mobile Devices Policy.

The aim of this policy is to protect all children, young people and vulnerable adults during any form of online education.

## Online Conduct and Best Practice

1. You may only deliver online education using the delivery systems approved and provisioned to you by the school or by Zen Educate. These systems must be adequately secure from both a cyber security perspective and safeguarding perspective. They must:
  - a. Employ password encryption at log-on stage.
  - b. Keep a log of all individual and group chat conversations
  - c. Keep a timestamped log of log-on and log-off times for each user
  - d. Provide secure storage for any less-related content and for recordings made or used for purposes of the lesson. These should only be downloadable from the system by an administrator.

You must not rely on commercial tools such as Skype, Google Hangouts, Zoom, Whereby or other video conferencing tools to deliver any teaching or tutoring.

2. To access any platform through which you may deliver education, choose a password that is at least 8 characters long, contains lower case letters, upper case letters and numbers and does not contain easy to guess words such as your name, date of birth or phone number.
3. Before delivering your first online education session using a new system, or using a new username to access a system you may have used at another school, visit the privacy settings section and acquaint yourself with the possible settings. If possible, set the system to log you out automatically if the system has been idle for longer than 15 minutes. You may choose a shorter time than that but not longer.
4. Make yourself familiar with essential controls during delivering the online education sessions. These include but are not limited to controlling who can share their screen and muting/unmuting controls.
5. At the end of every online education session, make sure you log off correctly.
6. While teaching online live (live-streaming), it is essential you consider your location and camera settings carefully to maintain a professional and responsible disposition at all times.
  - a. Choose a neutral location that is appropriate and safe. Ensure you choose an appropriate venue (e.g. a living room, a study or a kitchen).
  - b. Reduce the possibility of the lesson being interrupted by a household member or pet.
  - c. Consider carefully what is in view of the camera i.e. check that the background is professional and does not contain images or information that should not be shared or that could be deemed inappropriate. It may be helpful to ask a 'critical friend' to check what is in view of the camera.

- d. If the system enables you to change or blur your background display, this could be something you use and encourage your learners to use.
  - e. Be mindful that not all learners will want to switch their camera on – you should make turning the camera on optional.
  - f. Encourage learners to work from a suitable shared home location where they feel comfortable, preferably accompanied by their parent/carer.
  - g. The use of a headset with microphone (like those available with many mobile phones) is recommended for audio clarity.
  - h. Your camera should be on only while you are actively teaching. Do not leave it on at any other point. Cover the camera lens physically when you are not using it to ensure you do not leave it on accidentally.
7. Only record your lesson if you have received clear permission to do so from the school's senior management team. As a live-stream recording constitutes personal data, you must comply with the school's data protection policies and GDPR regulations including:
- a. Obtaining permission from parents or carers or learners\* to record a live-streamed lesson.
- \*Children in the UK who are over 13 and are deemed capable to do so are able to provide their own consent.
- b. Ensuring you treat live-stream recording just as you would any other personal data and keep up-to-date with all the data protection resources and guidance.
8. Do not record online education sessions through any means other than those built into the system that has been approved and provisioned to you by the school or by Zen Educate.
9. Do not share on screen any photos of yourself.

10. Do not prompt or allow pupils to share photos on screen.
11. Do not disclose any personal information while teaching online.
12. Never accept Children/ Young People/ Vulnerable Adults with whom your involvement is in a professional capacity as 'Friends' or similar on their personal media sites.
13. Do not send or receive any digital images of Children/Young People/Vulnerable Adults on mobile phones or online.

## Safeguarding

1. All safeguarding-related policy and procedure guidance provided by Zen Educate during registration should be fully read and understood before engaging in any work in online education.
2. Staff who work with children, young people and vulnerable adults must look out for signs of risk online too. Any safeguarding concerns raised to, or observed by, an online Teacher must be reported immediately to the Designated Safeguarding Lead at the school or to the Designated Safeguarding Lead at Zen Educate by emailing [support@zeneducate.com](mailto:support@zeneducate.com) and addressing the email to the Designated Safeguarding Lead.
3. All peer-on-peer abuse, whether suspected or observed, should be immediately reported to the Designated Safeguarding Lead at the school or to the Designated Safeguarding Lead at Zen Educate by emailing [support@zeneducate.com](mailto:support@zeneducate.com) and addressing the email to the Designated Safeguarding Lead.
4. Full safeguarding and vetting procedures must be carried out and full compliance criteria must be met before a candidate is able to conduct online tutoring/teaching. Anyone found to be unsuitable for a role with Zen Educate will not be given access to any job opportunities in online education either.
5. Anyone alleged to be, or found to be, unsuitable whilst cleared for work in either an online or non-online educational capacity, will have their access to

any job opportunities through Zen Educate immediately revoked.

6. If you become aware of children/YoungPeople/Vulnerable Adults being represented or referred to in a way or that gives cause for concern, in an offline or an online setting, contact the Designated Safeguarding Lead at the school or to the Designated Safeguarding Lead at Zen Educate by emailing [support@zeneducate.com](mailto:support@zeneducate.com) and addressing the email to the Designated Safeguarding Lead.

## Privacy

1. The contents of all communications between the education professional, schools (schools and any other educational establishment), parents and pupils should go via Zen Educate or through the Zen Educate online platform in order to protect the anonymity and/or personal details of the pupil and the education professional.
2. The education professional will not be aware of the email address of the pupil/s or parent/responsible adult and will not be able to communicate with them directly other than via the team at Zen Educate or, if possible, through Zen Educate's online platform.
3. All personal details about the pupils and parents, including personal email address and phone number, will remain private and confidential and will not be available to the education professional.
4. All data held by Zen Educate is in accordance with GDPR.
5. Zen Educate may review any content shared between education professionals and pupils, and will allow access to third parties where any allegation or child protection concern is raised.
6. All staff involved in online education will be expected to familiarise themselves with basic safeguarding principles and guidance relating to online safety. Keeping Children Safe in Education & Working Together To Safeguard Children. As seen below.

- a. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- b. <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>