

Lead safeguarding officer at LCM Junior College:
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Please keep a copy for your records.

Lead safeguarding officer at The University of West London:
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Any safeguarding concern resulting from the use of the online classroom should be shared in the first instance with the lead safeguarding officer of LCM Junior College immediately.

Safeguarding Code of Conduct for remote lessons

- **Professional appearance** – students and teachers are required to dress appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing, worn by a student or teacher, which does not meet this expectation is not acceptable and should be stopped immediately and reported to the LCM Junior College safeguarding officer.
- **Suitable environment** – both students and teachers must be physically located in safe working spaces, appropriate for remote classes; a lounge or study is appropriate, a bedroom or bathroom is not. **Pupils** should be in a room that is with or near an adult so that the adult can see and hear the lesson taking place and it is the responsibility of the parent/carer to ensure this is happening. **Teachers** should be in a room where others cannot see or listen in, if this is not possible then headphones must be worn, and screens angled away towards a wall or away from any other people.
- **E-communications-** must be conducted by parents, not pupils and must be on parent device, not a student's. Microsoft TEAMS will be the online learning platform and access can be made via the UWL student email account which must be conducted by parent and teacher, not the pupil. Social media, private chat or sharing of images between teacher and pupil is strictly prohibited. All Microsoft Teams use can be monitored remotely by our IT team and management team including content, pictures and videos. Teachers will videocall on Microsoft TEAMS at the time organised with the parent. If unsuccessful on the first try, the teacher will aim to contact the student until up to the end of the scheduled lesson. When successful, the remainder of the organised lesson will be delivered and at the organised end of lesson time the teacher will need to end the lesson and move onto their next student. It is recommended that parents sign into Microsoft TEAMS at least 5 minutes before the lesson is due to commence.
- **Microsoft TEAMS-** This is our chosen learning platform and lessons must only take place during a scheduled meeting time. Other posts and communication will be possible via our online source of information and study help for pupils. As with all school-based communications, the content and language of messages must, at all times, be professional.
- **In the event of One -to -one lessons-** teachers should always confirm before the conferencing that an adult is in close proximity to the student. If an adult is not available at the student's home, video conferencing is no longer an option.
- **Maintain professional standards in all respects-** the online classroom should always be regarded as an extension of the physical classroom and the safeguarding expectations that pertain to this, such as professional communication, attire and language. Any breach by a pupil will result in termination of the lessons immediately without a refund. **Any breach by a teacher**

will be seen as gross misconduct and dealt with inline with The University of West London's disciplinary procedure.