



Spring 2021: Virtual Learning Agreement for Parents and Staff

Linden Lodge Virtual School - Staying Safe Online Agreement

As part of our Virtual Education offer, you are aware that we are using video and audio conferencing technology to connect students and staff with each other. Whilst the school remains closed, the aim of using this resource is as a social tool to establish and strengthen levels of engagement, and be used as a method for delivering teaching and learning.

We are hosting one-to-one and group/class sessions through Teams/Google Classrooms so students can interact with each other as well as the teachers and support staff. We will be evaluating the effectiveness of this and welcome feedback for its development.

Please read the following carefully:

Parents

Please ensure a suitable environment for your child to undertake the video call, without distractions where possible. Please support your child to ensure they are communicating in an appropriate way during Teams/Google Classroom sessions. Please do not under any circumstances record or distribute the online sessions.

Where possible, please speak with you child about how to stay safe online using child/young person friendly language.

Please do not share the Child/Young Person's or Linden Lodge's Staff user names with anyone outside of the organisation.

Staff

Before the call arrangements, inform the parent/carer of the required information (time, username etc.) and state the nature of the call (e.g. Sensory Story session, Maths session).

During the first session, the member of staff leading the video call should go through the agreement and how to remain safe online with either the child/young person or the adult parent/carer who is working with them. This should be referred to at the start of each call to promote e-safety.

There should always be more than one member of staff present during any video call. Parent/Carers should also be present, where necessary. The second person should introduce themselves on the video call but is only required to observe the session and not interact.

Do not, under any circumstances, record or distribute the online sessions.

If anything occurs on the call that raises a safeguarding concern, staff have a duty to report it to the Designated Safeguarding Lead immediately.



**Linden Lodge
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If anyone in the home is improperly dressed, staff need to alert the parent/carer to this fact and terminate the call until a later time.

After the call, record the contact as appropriate for attendance, content, etc. and keep in a secure place (emailed to yourself and the home learning and safeguarding email addresses).

For further detail, please refer to our E-Safety Policy, which will be adapted to suit the current situation around online schooling and increased internet-based communication.