

Undertaking remote teaching safely

Context

Due to the coronavirus pandemic, Theatrics has turned to online teaching via the Zoom app to deliver all classes. This is a challenging time for everyone, and we have had to change how we work very quickly. However, safeguarding remains as important as ever, especially as our usual child protection systems are under increased pressure.

This policy also refers to any future one-off online classes once face-to-face teaching resumes; for example, an online theory class for examinations.

Remote teaching

Our method of teaching requires us to use a livestream platform. We have chosen Zoom, a widely used secure app which allows you to meet and teach in groups. To ensure all our remote classes maintain the same high standards and professionalism we deliver in the classroom or face to face lessons we have considered the following:

- 🎬 Theatrics teachers will be in a neutral area where nothing personal or inappropriate can be seen or heard in the background
- 🎬 All pupils will be in a neutral setting in their home, discouraging classes from their bedroom where possible and gaining parental consent when unavoidable.
- 🎬 Any one-to-one classes will not be delivered in a bedroom setting
- 🎬 Theatrics teachers will distribute class codes and passwords by private messenger directly to parents or senior students of each class.
- 🎬 Theatrics teachers will enable the 'waiting room' setting on Zoom to monitor who is coming onto the online class.
- 🎬 Theatrics teachers will 'End all' when the class is finished.
- 🎬 No classes will be held out of normal teaching hours. *
- 🎬 Theatrics teachers may record lessons. All students will be made aware of any recording at the start of the class. The recordings will be used for the following purposes only:
 - ★ Teacher training
 - ★ Distributing amongst Theatrics teachers
 - ★ Distributing to Theatrics students and parents
 - ★ For promotional material on social media.

Please revisit *Photograph and image sharing guidance* policy and procedure for more information.

**Normal teaching hours refer to all hours our face-to-face classes would have been taught.*

Consent

All Theatrics teachers will adhere to the following guidelines regarding consent:

- 🎬 All students will opt into online classes with parental consent.
- 🎬 Theatrics teachers will keep in regular contact with parents via WhatsApp or personal messaging.
- 🎬 All junior class information will be communicated via parent WhatsApp groups.
- 🎬 Senior class information will only be communicated directly to the student on request of, or after gaining consent from, the parent.
- 🎬 All children are free to leave the online class at any point if they begin to feel uncomfortable. Theatrics teachers will follow this up with the student and parent to hear any concerns that have arisen.
- 🎬 Theatrics teachers have the right to end classes early if they feel uncomfortable at any point.
- 🎬 Any additional or one-to-one classes will be arranged with parental consent.

Child protection concerns

All Theatrics teachers have a safeguarding responsibility to each child they teach. All Theatrics teachers are required to report any concerns regarding child protection to the nominated child protection lead (see contact details below). Please revisit *Procedures for responding to concerns about a child or young person's wellbeing* for the full Theatrics child protection policy. While teaching in an online environment, the additional procedures must be in place.

All Theatrics staff must report to the nominated child protection lead if:

- 🎬 a staff member sees or hears something worrying during an online lesson
- 🎬 a child discloses abuse during an online class, phone call or via email

Nominated child protection lead:

 Catherine Trimble

 07487865968

 theatrics.drama@outlook.com

If you believe that a child or young person is at immediate risk, this should be reported without delay to the police on **999**.

Local child protection services:

Belfast HSC Trust: 028 9050 7000

This policy is in effect from 23-03-2020