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## CODE OF CONDUCT FOR UNDERTAKING REMOTE TEACHING SAFELY

### Remote teaching

If you plan to record or livestream lessons via an online platform, you need to assess any risks and take appropriate actions to minimise harm.

Things to consider include:

### Where is the recording taking place?

Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.

### Which platform will you use?

Always make sure the platform you are using is suitable for the children's age group. Set up school accounts for any online platforms you use (use school email accounts). Check the privacy settings. See the document [Safeguarding Pupils: Teaching Pupils Using Zoom Video](#)

E-safety forms a fundamental part of the school's safeguarding and child protection measures. [Online Safety](#) [Online Safety – Contacts & References](#)

Government guidance across the UK highlights the importance of safeguarding children and young people from harmful and inappropriate online material. (Department for Education, 2019a; Department of Education (Northern Ireland), 2017; Scottish Government, 2017; Welsh Government, 2015).

A whole school approach to online safety helps ensure staff, governors, volunteers and parents teach children about online safety.

### Consent

Make sure parents, carers and children understand the benefits and risks of online lessons and get written consent for children to be involved. See [Remote Reading recovery Lesson Consent Form](#)

## Contacting children at home

While schools are closed staff might need to contact children individually, for example to give feedback on homework. Teachers should use the 2email system on Purple Mash to contact pupils and offer feedback.

Staff will follow the [behaviour conduct for adults working with children](#) for interactions with pupils.

## One to one contact

In most situations it's best practice to have at least two adults present when working with children and young people however due to COVID-19 restrictions this is not always possible.

Sometimes it may be appropriate or necessary for an adult to have one-to-one contact with a child or supervise a small group of children on their own.

It is everyone's responsibility to protect children. If you are working alone with children, ensure that a parent is always present when the child is accessing lessons remotely.

Use parents' or carers' email addresses or phone numbers to communicate with children, unless this poses a safeguarding risk. Use school accounts to communicate via email or online platforms, never teachers' personal accounts.

Make sure any phone calls are made from a blocked number so teacher's personal contact details are not visible.

If staff members are accessing families' contact details at home, ensure they comply with the [Data Protection Act 2018](#)

## Child protection concerns

Staff should follow safeguarding and child protection policy and procedures.

Check that contact is only made when everyone is able to contact your nominated child protection lead and deputy if they have any concerns about a child. This may be because:

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

Your nominated child protection lead should keep a note of any contact numbers they may need while the school is closed, for example children's social care and the local police.

## Mental health and wellbeing

Children and young people may be worried about the impact of coronavirus, social distancing or self-isolation. Those who already have mental health difficulties such as anxiety might be finding things particularly tough. Talk to them about what's happening, check how they're feeling and keep them as well informed as you can.

Whatever has happened to upset a child or young person it's really important they have someone they can have an open discussion with:

"I called Childline last week and spoke to a counsellor about my low confidence in school due to bullying. I found it really helpful to talk and it made me feel able to talk to my teacher who really helped."

### Anonymous contact to Childline (NSPCC, 2018)

#### References

NSPCC (2018) [The courage to talk: Childline annual review 2017/18](#). London: NSPCC.

Tell children and young people where they can go if they are worried about anything or need to talk to someone while school is closed.

Childline provides a range of online tools that young people might find helpful:

- information about [coronavirus](#)
- [Calm Zone](#) - activities to help let go of stress
- [games](#) to help take your mind off things
- [information and advice](#) on a range of topics including feelings, relationships, family and schools
- peer support [message boards](#)
- [Childline Kids](#), our website for under 12s.

Childline can also give confidential help and advice. Calls to 0800 1111 are free or children can [get support online](#).