ONLINE LEARNING - SAFEGUARDING POLICY

Delivering learning online has its own unique safeguarding implications over and above those which are normally important for delivering learning to adults. These particularly apply to privacy and data protection, professionalism, safe use of technology and staff welfare. The guidance below should be read in conjunction with the Bauer Academy's Safeguarding policy and E-Safety Guidelines.

Existing safeguarding policies still apply, so Tutors, DC's and learners should be aware of their general responsibilities and the procedures for reporting safeguarding issues.

Any staff delivering learning online should be aware of the following:

PRIVACY AND DATA PROTECTION

- All learners should agree to an online code of conduct before taking part in learning sessions. This should include agreements on recording, image sharing, language, punctuality, privacy for members of a learner's household and other workshop norms such as respect and politeness.

- The time, date, attendance and length of online sessions with learners should be documented, as appropriate. Where possible, live events should be recorded by providers (with consent from learners) in case of future dispute.

- Recordings will be stored for the length of the programme and will be accessed by learners on the programme and relevant Academy staff in line with Data Protection requirements.

- Where possible, staff should not use personal phones, emails or social media accounts to contact learners.

- If staff members are accessing learners' contact details at home, they must comply with the Data Protection Act 2018.

PROFESSIONALISM

- When taking part in online learning, staff and learners should ensure they are in a private environment and make sure that backgrounds in videos do not share any personal information or inappropriate content.

- Staff should continue to follow professional appearance/behaviour expectations and maintain professional boundaries.

- One to one meetings should only be recorded if advance notice has been given, confirmed in writing and authorised by the learner.

SAFE USE OF TECHNOLOGY

- All staff should use provider-approved communication channels and not use any personal accounts. This includes blocking personal phone numbers.

- Delivery staff should keep online sessions as invitation-only and maintain privacy settings on posted materials.

- Learners should be given information on how to turn off cameras if needed.

- Tutors should be mindful of language and personal support to learners online as acceptable workshop behaviour can be misinterpreted online.

STAFF WELFARE

- Additional technical support and guidance will be given to staff lacking skills or confidence.

- Staff should not be required to live stream sessions where there are reasonable grounds for alternative modes of delivery.