



# THE PAN AFRICAN ACADEMY SAFEGUARDING POLICY FOR ONLINE LEARNING

## Overview

Lessons taking place will entail normal teaching practice and the video environment should be considered a 'classroom'. The teacher will have the same expectations as they would in a physical classroom.

Lessons will take place via zoom.

Advanced security procedures have been implemented within our set up to ensure the learning environment is safe and secure. These include:

- A unique password for the teacher's Zoom Room
- Student screen sharing is disabled
- Teacher controls who can enter from the Zoom Waiting Room
- Teacher can remove anybody from the lesson at any time
- Students are not allowed to rename themselves after entering the lesson

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## Information for parents, carers and students

Parents/carers and students are reminded that for the duration of the session the space in your home where the session takes place is public and will be audible and visible via your camera. With respect to particular behaviours, language and dress-code, that space should be regarded as equivalent to a school classroom.

Parents/carers must give prior consent to their child taking part in lessons and agree to the following code of conduct:

- Parents/carers should ensure their child's name is correctly entered in the Zoom profile before starting the session
- Parents/carers should be nearby when the lesson takes place, but are not expected to directly take part in the lesson.

- Other children are not allowed to be present during lessons.
- Parents/carers should maintain an 'open door' policy during lessons.
- Students should be dressed appropriately for a lesson, wearing clothes suitable for being seen in public.
- Language must always be professional and appropriate during lessons, including any family members that may pass in the background.

Please ensure your child:

- Keeps their microphone muted when asked to.
- Does not private message other participating students during a session (for example via text message or social media).
- Keeps their video camera switched on throughout the session.
- Has their name correctly entered in the Zoom profile **before** joining the session
- Does not share session IDs and passcodes via the internet.

**Please note:** Expectations of student behaviour are the same as those for a school lesson. The teacher will remove any student from a session who is not meeting acceptable behaviour standards.

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## Technical Information

### Session management

- Lessons will be scheduled in advance and a session ID in the form of both Zoom number and hyperlink will be sent to parents.

### Computers and equipment

- The live lesson must not be recorded on a personal device, nor should any photographs be taken under any circumstance.
- All other web browsers and programmes not related to the lesson must be closed before starting the lesson