



First Coding Ltd - Online teaching Safeguarding Policy

Overview

Lessons taking place should be normal teaching practice and the video environment should be considered a 'classroom'. Staff will have the same expected professional behaviours and safeguarding roles as set out in the Safeguarding Policy. There are additional responsibilities and considerations as laid out below.

Any lesson must take place using the approved platform, which is currently [Zoom](#).

Staff are not permitted to use private Zoom or other accounts to teach on behalf of First Coding Ltd.

First Coding Ltd accounts are only to be used for lessons arranged by First Coding Ltd. Staff are not permitted to use their First Coding Ltd account for private or social purposes.

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

- Recording feature is disabled
- Student screen sharing is disabled but maybe enabled upon request from First Coding during lessons
- Private Chat is disabled
- Teacher controls who can enter from the Zoom Waiting Room
- Teacher can remove anybody from the lesson at any time
- Teacher can lock the lesson at any time (preventing any further participants from entering)
- Students are not allowed to rename themselves after entering the lesson

All lessons will be accessible for First Coding Ltd directors to 'drop in' and oversee at any time for the purposes of quality assurance and safeguarding.

Staff, parents/carers, and students will all have First Coding Ltd contacts so they can report any issues. Contact channels will be disseminated for both safeguarding and technical issues.

As per our standard safeguarding policy, a member of management staff will always be on call at all times when teaching is taking place, to report any urgent safeguarding concerns.

All tutors taking part in the programme will take part in regular training. This will cover safeguarding procedures, use of the software and appropriate teaching

methods. Training should be renewed every year and will be logged centrally with other safeguarding training.

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 First Coding Ltd lessons delivered through Zoom, 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.
- Parents/carers should announce their presence to the tutor at the start of the lesson.
- If a parent/carer is not present at the start of the lesson, then the lesson can be terminated by the tutor if they wish. The pupil may then rejoin once an adult is present.
- Other children are not allowed to be present during lessons.
- Students should receive lessons in a shared family space (or school classroom) and not in a student's bedroom unless there is no alternative
- Parents/carers should maintain an 'open door' policy during lessons.
- Students and parents/carers should know how to act if they have any concerns with regard to a tutor or other First Coding Ltd staff member. Concerns should be sent to hello@firstcoding.co.uk
- Students should be dressed appropriately for a lesson, wearing clothes suitable for being seen in public.
- Parents/carers must also adhere to the expectations of dress and setting.
- Language must always be professional and appropriate during lessons, including any family members that may pass in the background.
- Parents/carers and students should stop lessons by leaving the Zoom call if they feel the tutor is not meeting expectations and report this to First Coding Ltd.

Information for parents/carers and students participating in ensembles and group sessions

As above, 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 to a potentially large group of students and First Coding Ltd staff. With respect in particular to behaviours, language and dress code that space should be regarded as equivalent to a classroom.

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 normal session. First Coding Ltd staff are authorised to remove any student from a session who is not meeting acceptable behaviour standards. First Coding Ltd reserves the right to exclude students from online activities in the event of unacceptable behaviour.

Information for tutors

Session and data management

- Teachers must ensure that the operating system and Zoom App in use during lessons are kept updated, to ensure that lessons are protected against emerging security threats
- Administrators will have access to all lesson sessions. Tutors will all have individual log-ins to the system as 'hosts'.
- Staff should ensure their name is correctly entered in the Zoom profile before starting the session.

Computers and equipment

- If using their own desktop or laptop computer tutors should set up a dedicated user account with a clear desktop and only related programmes in order to prevent accidental sharing of unrelated or inappropriate material.
- Tutors are permitted to use the 'share screen' function taking special care to choose specific resources and not their entire desktop. Students are not permitted to use this function.
- 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

Location of lessons

- Lessons should ideally take place in front of a neutral plain background where possible (applies to both tutor and student).
- Tutors can use a Zoom Virtual Background setting if preferred to hide the teaching space, but this is a choice as it may interfere with learning
- Any furniture, pictures and ornaments visible in the tutor's teaching space should be non-distracting or session appropriate (e.g. posters, images).
- Care should be taken to minimise the visibility of any personal items (e.g. family photos).
- Lessons should take place in a suitable quiet space, without intrusions from others, or movement taking place behind the tutor visible on camera.
- Tutors are advised to situate themselves so that their webcam is not pointing towards a window. This will help to make their video stream clearer.
- Tutors may wish to invite a First Coding Ltd colleague or director to visit their Zoom space to help risk assess their teaching area.
- Tutors should know how to act if they have any concerns about a student/parent/carer.

Additional protocol for staff leading ensembles and other group activities

Additional risk

- Increased safeguarding risks associated with working online with groups that are larger than one-to-one:
 - The risk of unauthorised entry to a lesson by a 'bad actor' is greater because larger group numbers make it harder for staff to verify students waiting to enter the room
 - The risk of sharing IDs /passcodes via email and social media is greater because of the likely age range, and because of the larger numbers who need the Zoom ID details
 - Risk of inappropriate behaviour by students (like face-to-face settings)
 - Risk of inappropriate, disruptive or private activity in a student's home being seen by the whole group (ie. activity in background)
- Risk increases in proportion to the size of the group,
- Risk increases in proportion to how many students are secondary school age.
- Risk increases if parents/carers are not sufficiently aware of the nature of large group Zoom meetings
- Risk assessments need to take account of student context e.g whether the group includes vulnerable students

Protocols for all ensembles and other group activities

- Only students who are correctly named (first and second name) should be admitted from the waiting room
- All participating staff to be made co-hosts at the start of each session
- Staff should quickly act if they think an unauthorised person has gained entry to the lesson, either by sending them back to the waiting room (where you can message them using the Chat), or by removing them, (after which they cannot return)
- If group/ensemble leaders want to allow a student to share their screen, then the session host can temporarily make the student a co-host. Staff should be aware that a student who is also a co-host has powerful privileges and co-hosting should be disabled as soon as the screen sharing is finished.

First Coding Ltd is committed to reviewing our policy and good practice annually.

This policy was last reviewed on : 05/08/24

Signed: J Whitworth

Date: 05/08/24