



PAMIR
PRIVATE SCHOOL

Distance Learning and Safeguarding Policy



Academic Year 2020-2021

Written by:	Ms. Sally David Student Well Being Counselor Primary Coordinator	Reviewed:	March 2021
Endorsed by:	Ms. Azoora Sudheer Academic Coordinator Mr. Muhammad Zahid Azeem Principal	Next Review:	Sept. 2021
Approved by:	School Officials		

Distance Learning Safeguarding Policy

Introduction:

Considering the COVID-19 scenario children are not physically in school, they must still be safeguarded as though they were. Schools play a vital role in keeping children safe, and these duties should not diminish now that children are at home.

The Heads, Coordinators and staff of Pamir Private School fully recognize the contribution they make to safeguarding children during Distance Learning. All staff and School Official believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual student online.

The policy applies to all staff, school officials and all adults who come into contact with children in Distance Learning to make sure and safeguard that which promote their welfare well-being through virtual learning.

The scope of the Online Safeguarding Policy covers the use of the internet and school enabled electronic communication devices including, but not limited to, email, mobile phones, games consoles, PCs, laptops, tablets and social networking sites.

Aims of the Policy:

- We are committed to anti-discriminatory practice and recognize children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.
- Pamir Private School will not tolerate abuse or inappropriate use of technology, whether off-line or on-line, from any member of the Pamir community, from administrators, teachers, office staff, support staff, students or parents. Communications by all parties should be courteous and respectful at all times and reflect the highest professional standards.
- Any reported incident of bullying or harassment, or other unacceptable conduct, will fall under the Pamir Student Safeguarding Policies and procedures and will result in the application of formal interventions.
- To ensure the welfare and safety of students during the distance learning.
- To support the child's development in ways that will foster security, confidence and independence through virtual approach.
- To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse at home during distance learning.
- To ensure that there are clear procedures for reporting Distance Learning Child Protection

- concerns, which are known to everyone.
- To provide a systematic means of monitoring children known or thought to be at risk before or during virtual learning.

Guidelines for Teachers:

- Use appropriate language with children and young people and challenge any inappropriate language used by a student, or adult
- Use neutral language at all times in order to prevent any misunderstanding of intent, or possible accusations of misconduct.
- Respect a student's right to privacy.
- Be dressed appropriately at all times when on visible online
- Students must turn on the cameras for the safety purposes of both teachers and students during the class live sessions.
- Record the class live sessions to safeguard the actions and words spoken during the distance learning for the protection of both students and teacher.
- When the child discloses any child protection issue or safeguarding concern, the teacher will write the exact words used (no paraphrasing) you may not record this. If possible, take the statement in the presence of a third party who may be a teacher or any of the Discipline Committee Member for safety and security purpose.
- During counseling or intervention sessions, a child protection policy, a team member and one of the parents must be present during live sessions or interventions for the protection of the child and of the teacher or counselor. Where the matter is of a child protection nature and it would be detrimental for the parent to be present, there must be two staff members.
- Directly report the incident to the School Social Worker or to the Principal as the overall Child Protection Head.

Rules for Teachers during the Live Session:

- Teachers and students are not allowed for one-to-one chat privately.
- Webcam are on and microphone are off unless allowed by the teacher.
- Wear smart-casual attire, shoulders must be covered, casual clothing and pajamas are not allowed.
- Use a background that is neutral and professional. Do not give the students or parents an insight into your home space as this could put you at risk should any allegations ever arise.
- Committee on Discipline members and School Heads are randomly dropping-in during the live sessions to ensure quality and safe learning.
- Parents can only be communicated by school email. Do not use WhatsApp, direct messaging and never have parents or pupils on personal social media pages.
- In any electronic contact with students, staff must pay particular attention to use neutral, emotive language that will not be misconstrued.

- Staff must not exchange any information with a student that they would not be happy to share with the child's parent or guardian.
- Students are informed induction and in the new student booklet that staff are not allowed to befriend them on Facebook or any other social media platform.

Guidelines for Parents:

- Ensure that the child has a school regular routine with wake-up alarm, breakfast on the table and set learning hours each day.
- Ensure that the child has a Distance Learning tool device such as internet and headset, Laptop/tablet and audio.
- Prepare a weekly timetable for the child and affirm each success that will keep him/her motivated. Show support and understanding for each low moment.
- Create a study area, preferably a quiet place away from distractions (all the required stationery and study material to be kept ready) with headphones to block out background noise.
- It is recommended that the student dress appropriately and sit in a comfortable chair at a table on a comfortable chair rather than a sofa. Sessions should never be attended from the student's bed. Create an atmosphere of teaching/ learning space.
- Parents set rules at home to avoid distraction and a place where the student can sit comfortably such as a table, chair. Live sessions should not take place in a bedroom.
- Students finish the task within the day to prevent them from working late at night. Ensure they have a good night rest and develop healthy sleeping habits.
- In the event the student is not able to attend classes due to illness, an e-mail must be sent to the class teacher immediately.
- Parents and other adults should be fully clothed when attending the live sessions with the student.
- Protect your child online, Digital platforms provide an opportunity for the child in learning but also a risk for children's safety, protection and privacy. Establish rules together with your child about how, when and where the internet can be used.
- Build an open communication based on trust and love with the child. Discuss their online habits and behaviors and build trust so they can discuss any concerns with you.
- Stay connected with the school regarding your children's learning and tasks. Stay informed, ask questions and get more guidance through the official emails of PPS.
- Report any incidents of inappropriate language or behavior from any student or teacher immediately to the school.
- Ensure that your child is only using the official school sites and check the browsing history on their device at least every week.

Guidelines for Students:

- Establish a routine and expectations. It is important to establish good habits from the start of the day.
- Keep the device (Laptop/Desktop/Computer) ready for learning. Stay connected to your lessons. Follow instructions and do not interrupt in between the lessons.
- Punctuality/time management - Respect everyone's time, login before the class starts and adhere to the cut-off time.
- Choose a good place to learn. Set up a physical location that is dedicated for school online focused activities.
- Stay in touch with the Student Well Being Counselor through our online platforms and virtual learning environments if there are concerns about your well-being.
- Establish time for quiet and reflection. It's good to build in some time for peace and quiet. Siblings may need to work in different rooms to avoid distraction.
- Monitor your time on-screen and online. Work together to find ways to prevent "down time" from becoming just more 'screen time'.
- Connect safely with your friends and be kind. Be polite and respectful and behave appropriately in dealing with online conversations with your teachers, classmates and friends.
- Chatting and mean conversation during live sessions are not allowed.
- Report inappropriate behavior and other problems so that everyone maintains healthy relationships and positive interactions.
- If you have any concerns or worries, the Social Worker is always there to help you.

Guidelines for Teachers and Parents of students of Determination:

During distance learning, students of determination will be required to shift and create habits of success in their new learning environment. Learning Support Teachers.

Social Worker will help communicate clear expectations to the students. Students, in consultation with their parent(s)/guardian(s), and to the greatest extent possible, given their individual circumstances, should:

- Establish daily routines to effectively engage in the learning experiences.
- If possible, identify a comfortable, quiet space in their homes where they can work effectively and successfully.
- Monitor the established lines of communication with their teacher(s), to check assignments, updates, and feedbacks.
- Check their email, ClassDojo/Edmodo, regularly
- Do their best work by completing assignments with integrity and academic
- Do their best to meet timelines, commitments and due dates.
- Communicate proactively with Social Worker if they cannot meet deadlines or require additional support for their tasks

- Adhere to the School Distance Learning Safeguarding Policy

Students will not make progress if the work is done for them, and whilst we and the parents will support, students are expected to be independent in their work as much as possible.

Guidelines for Counseling Distance Learning Concerns:

- Parents will be notified before we conduct counseling to both primary and secondary students
- There must be no use of personal cameras or screenshots taken during any sessions
- No sharing of direct numbers; we only use the PPS contact numbers and emails.
- Acknowledge and observe the behaviors of the students during live sessions for any signs of unusual stress.
- During counseling, do not record sessions as part of confidentiality issues.
- Information is never disclosed unless there is a child protection issue. Observe confidentiality policies.
- Online counseling is not more than one hour.
- It is important for the counselor to ask the issues and concerns encountered by the students during DL.
- Time of follow-up and monitoring are set among high-risk concerned students.
- Any form of abuse or violence at home should be forwarded to the Student Well Being Counselor.

Records and Monitoring during the Distance Learning:

It is crucial to keep accurate online records where there are concerns about the welfare of a child. These records are confidential.

All staff members are made aware of the need to record and report concerns about a student or students during the Distance Learning. The Online Safety Coordinator is responsible for such records and at what time they should be released.

Confidentiality is essential and all Distance Learning Safeguarding files are kept properly.

Applicability of the Policy:

This policy applies to all members of our school community, which includes students, teaching and non-teaching staff, parents, and visitors of the school.

Related Policy:

E-Learning Discipline Policy
Digital Media Policy
Discipline Policy
Child Protection and Health Policy
Anti-Bullying Policy

Distance Learning Safeguarding Team:

Mr. Muhammad Zahid Azeem	Well-Being Head
Ms. Sally David-Ty	Wellbeing In-charge and Primary Coordinator
Members:	
Ms. Amina Akram Mr. Shoaib Ms. Naila Yasmeen All Class Teachers	

Monitoring and Review:

The Senior Leadership Team, will monitor and evaluate the outcomes of this policy to ensure that our students are taught the importance of Distance Learning and Safeguarding Policy. This policy will be reviewed every 6 months, or more often if necessary, due to changes in regulations or circumstances.



CONFORME:

We understand the Distance Learning Safeguarding Policy.

We accept and we will adhere to every rule about it.

Parents Name and Signature

Student Name

Class

Date