



Child Safeguarding Policy
Virtual School Experience Safeguarding Addendum
April, 2020
Country Day School, A Nord Anglia Education School

It is crucial that in these exceptional circumstances we, as much as possible, maintain the boundaries and behaviors that help to keep our students and staff safe. While our campus may be closed due to the world-wide pandemic, our education program continues, so we must consider how we do this safely.

The following are some straight forward points to follow in all virtual communications, interactions and classes:

- All virtual school communications/interactions must be managed appropriately. For example: ensure that any non-school-related applications files or apps are closed and avoid the use of emojis and GIFs
- Students may not record or photograph lessons and video calls unless given direct consent by the teacher in writing.
- Teachers may only record or photograph lessons and video calls of students who have written photo consent on file.
- Students and staff must be dressed appropriately and use appropriate language for school.
- Punctuality: All virtual lessons will be appropriately scheduled. As much as possible parents will be made aware of the schedule for lessons and school contact, so they can ensure their children know when and how to join and do so appropriately. It is the students and their parent's responsibility to ensure that they join lessons on time and ready to learn.
- As much as possible, avoid the use of personal mobile phones for virtual school communications and interactions.
- Students can share resources in any virtual meeting may not share their entire desktop
- Students and CDS Staff may not use or share personal social media platforms .
- Concerns regarding the safeguarding of any student will be dealt with in the same way as if we were all in the physical school environment. All concerns should be referred to CDS Designated Safeguarding Leads (Keitsa Brisson and/or Karla Pennant) DSL or the house principal/counselor.
- Attendance at all lessons is important for continued learning and student well-being. As with the physical environment of school buildings, the NAE virtual school will monitor all student attendance.
- We maintain high standards of behavior and engagement from all students. This includes general behavior, personal appearance, regular attendance, observance of boundaries and respect and co-operation with staff. All forms of misbehavior from students will be dealt with in line with the house behavior policy.
- Bullying or discrimination of any form will not be tolerated and will be addressed through the school behavior policy.
- School uniform: While there is no expectation that students will wear a uniform to attend virtual lessons, all students should join lessons properly dressed and ready to learn.
- Sickness and other absences: Sickness should be reported to the school at the earliest stage possible and ideally on day one of any absence. Reporting of illness should be through parents to the school directly.
- Where a student does not join a lesson or class as expected this will require follow up. Teachers will make contact with the parent or caregiver and a reason for absence identified.
- It is recognized that repeated or extreme behaviours can be a symptom of a student experiencing emotional difficulties and where this is the case every effort will be made to support the student and their family.

During Virtual School, students will not be permitted to:

- create new team, or new teams calendar meetings
- delete, or edit sent messages within team channel
- use "giphys", "memes", GIFs or "URL previews" within team channel
- route inbound calls to call groups
- delegate inbound and outbound calls

During Virtual School, teachers will be able to:

- create new team and new teams calendar meetings
- chat directly with internal or external users
- initiate or receive direct voice/video call from internal or external users
- delete, or edit sent messages within team channel
- as owners of a team, can delete sent messages