



# Remote / Online Safeguarding Policy

Ealing Music Service (EMS) adopted this policy on 20 March 2020

**Lead Safeguarding Officer:** Yogesh Dattani [YDattani@ealing.gov.uk](mailto:YDattani@ealing.gov.uk) / 07949 025066  
**Deputy Safeguarding Officer:** Samantha Spence [SSpence@ealing.gov.uk](mailto:SSpence@ealing.gov.uk) / 07714 597899

**Any safeguarding concern resulting from the use of the online classroom** should be shared immediately with a member of the **Ealing Music Service Child Protection and Safeguarding Team** – contact details above.

## Safeguarding Code of Conduct for remote lessons:

- **Professional appearance** – Students and Teachers are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing, worn by a student or a teacher, which does not meet this expectation is not acceptable and lessons should be stopped immediately and reported to the Ealing Music Service Safeguarding officer.
- **Suitable environment** – both students and teachers must be physically located in safe working spaces, appropriate for remote classes; a lounge or study is appropriate, a bedroom or bathroom is not. Recommended virtual backgrounds are available on our remote platform (which blocks out any surroundings). **Pupils** should be in a room with or near an adult so that the adult can hear and see the lesson taking place and is the responsibility of the parent/carer to ensure this is happening. **Teachers** should be in a room where others cannot see or listen in, if this is not possible, then headphones must be worn, and screens angled away towards a wall and away from any other people.
- **E-communications** – must be conducted by **parents not pupils** and on **parents' devices** through school platforms, Ealing Music Service Website, teachers work emails (@ealing.gov or @lgfl) and Zoom (EMS chosen remote platform). **EMS teachers will only make communication using Ealing Council iPads**. Under no circumstances should teachers or pupils personal contacts be shared and the use of social media or any way of communicating other than the abovementioned methods through unofficial channels is strictly prohibited. Private chat or sharing of images between pupils and teachers are unacceptable. All iPads can be monitored remotely by our I.T team and SLT including content, pictures and videos saved to the device.
- **Zoom (or suitable replacement)**– whilst this is our preferred online platform, and so an authorised channel of communication, it must only be used during a scheduled lesson or meeting time. Neither student or teacher should use this as a means of contacting the other party outside of scheduled lesson time. As with all school-based communications, the content and language of messages must, at all times, be professional. Teachers will advise parents if they need to contact them to use formal channels. Lessons will be recorded and stored securely on a cloud (in line with GDPR requirements) for a maximum of 28 days for safeguarding purposes and proof that the lesson has taken place.
- **In the event of one-to-one lessons** – teachers should always confirm before the conferencing that an adult is in close proximity to the student. If an adult is not available at the student's home, video-conferencing is no longer an option.
- **Maintain professional standards in all respects** – the online classroom should always be regarded as an extension of the physical classroom and the safeguarding expectations that pertain to this, such as professional communication, attire, and language.  
**Any breach by a pupil** will result in termination of the lessons immediately without a refund.  
**Any breach by a teacher** will be seen as gross misconduct and dealt with in line with Ealing Council's disciplinary procedure.