



## MARLBOROUGH COLLEGE

### Continuation of school provision by ‘virtual’ means: Safeguarding guidelines for parents.

**Aim:** To continue to prioritise the safeguarding of pupil welfare, and to clarify the guidance given to members of staff re safe and professional ‘remote’ working, in line with our existing Safeguarding Policy.

#### Communication

- Staff will continue to follow the existing guidelines (Code of Conduct for Staff, ICT and Social Media Policy).
- Contact with pupils will be made only TO and FROM College-issued addresses. Thus, members of staff will use their @marlboroughcollege email and system logins, and direct online communication to pupils at their @marlboroughcollege email addresses. Pupils can set up a forward on their @marlboroughcollege email address if they wish to redirect, but this is THEIR decision.
- Staff will use pupil mobile phone numbers as stored on Isams. These will not be stored on staff personal devices but will be accessed from the College database.

#### Virtual classrooms

- Teaching via virtual classrooms will follow the pattern of the *normal term time teaching timetable* as closely as possible.
- Teaching via virtual classrooms will use the platforms which have been provided by the College (e.g. Zoom).
- Remote teaching should be conducted in circumstances as close to ‘formal business’ as possible, i.e. all participants dressed for academic business, situated *from and to* suitable surroundings, at a desk or table. Consideration should be given to the location pupils join from and what can be seen and heard on screen. Neutral backgrounds and locations are recommended.
- All users are advised to consider generic camera, microphone and speaker security (e.g. disabling laptop camera) when not in use.
- Academic tutorials by prior arrangement will take place in groups or with pairs of pupil participants. 1-to-1 academic tutorials will not be offered.
- Pupils should be expected to maintain usual standards of behaviour and adhere to the Acceptable Use of ICT contract.

#### Pastoral Care and Tutoring

- HMs will continue to be available in the usual way, such that they can be contacted by parents and pupils about routine pastoral matters.
- Tutors will make contact with tutees, by email or phone in the first instance. It is recommended that tutors stick to their normal duty evenings, i.e. that they make contact when pupils would be expecting to hear from their tutors. There will be no communication later than 9pm and consideration will be given to pupils in different time zones.
- A record will be kept of ‘remote’ tutorial conversations, such that we establish a continuity of pastoral care and HMs can be debriefed in the usual way.
- Face to face tutorial communication will use platforms which have been provided by the College and NOT others.
- Any safeguarding or behavioural concerns that come to light should be reported through the usual channels.

Further help and resources about online safety, including advice that has been given to pupils, can be found here <https://www.marlboroughcollege.org/parents/online-safety/> Advice and support for Mental Health and Emotional Wellbeing may be found here: <https://www.marlboroughcollege.org/mental-health-resources/>

Mr Ben Miller, Assistant Head (Safeguarding) April 2020.

Updated: 1<sup>st</sup> January, 2021.