

Online Lesson Safeguarding Policy

Last updated by: Charlotte Fisher

On: 18th Jan 2025

Policy renewed at least annually, or as required according to changes in procedures or legislation. The policy is available on the Europa website.

Responsibility for this Document: Charlotte Fisher, Director

Responsibility for implementation: Richard Wedderburn-Clarke, ADOS

Safer Recruitment:

Teachers for our online courses have been recruited in line with our safeguarding policy and in line with safer recruitment guidelines for our industry.

All teachers will be appropriately qualified, have a valid DBS certificate and all references have been checked. Any gaps in CVs will have been followed up on and careful attention is paid to the recruitment of suitable staff in relation to the types of courses offered and the age of students.

Students aged 18+ mixing with junior students under the age of 16:

Students under the age of 16 will not study on courses online or in person with students over the age of 18. Students who are 16 and 17 years old will be able to choose to study with junior students or adult students. Staff are trained that students aged 16 and 17 years must be paid particular attention to and teachers must be aware that there may be some material that is not appropriate for an adult course if 16 and 17 year old students are enrolled.

Staff Training:

Teachers are trained on the specific platform we are using (Zoom.us) prior to their first lesson. Teachers are taken through our full risk assessment document as part of their training and careful attention is paid to the specific safety measures available on the chosen platform. The platform we are using is Zoom.us.

Teachers are trained specifically to:

- Generate the meeting ID automatically
- Ensure that the 'request a meeting password' toggle is activated.
- Enable the waiting room function in the advanced settings in Zoom to ensure that the teacher can check the attendees before they join the classroom.
- Make meetings private: Use a password or waiting room to control who can join
- Don't share links publicly: Send links directly to people via email or school messaging
- Manage screen sharing: Limit screen sharing to the host
- Use the latest software: Ensure everyone is using the most recent version of Zoom
- Lock the meeting: Prevent new people from joining after the meeting has started
- Mute participants: Mute individual participants or all at once
- Suspend participant activities: Disable audio, video, chat, and more
- Remind users to be respectful: Ask users to use the chat box for commentary and dress and talk appropriately
- Be aware of background environments: Consider what's happening in the background and who else is in the room

Students Conduct

A short code of conduct list is sent to students as part of their travel documentation before their course start date.

Students are reminded of this during their first online lesson. The code of conduct includes:

- Please dress appropriately for your online lesson.
- Please make sure you are in an appropriate room to attend your lessons (not a bedroom or a bathroom) and you
- Do not move between rooms.
- Please ensure that other household members know that you are on a video lesson and they may be heard in the background during the lesson.
- Please note your sessions may be recorded (you will always be informed prior to the class)

- Your lesson may also be attended by the academic manager in the case of an 'observed' lesson for quality control purposes.
- Please only share appropriate content and material with the class
- Please behave kindly and with respect to all participant on the call

Where students are not able to abide by to the code of conduct above, Europa School of English reserves the right to ask them to leave the course.