

ONLINE SAFETY POLICY FOR TEACHING AND LEARNING

1. PURPOSE

This policy has been developed to ensure the safety of staff and learners using virtual classroom platforms for teaching and learning.

2. GUIDANCE FOR LEARNERS

Learner code of conduct for online teaching sessions.

- Turn your phone to silent and remove other distractions where appropriate.
- Be punctual and courteous. Language must be professional and appropriate.
- Learners are reminded that the platform to make comments on a VC should only be applicable to the content/delivery or the session.
- Inappropriate remarks, poor language etc. will not be tolerated.
- Be respectful of your tutor whilst participating in the chat pod in the virtual classroom. If you have any issues with the sessions and learning and teaching then please contact your tutor outside of the session.
- Be respectful of other students' opinions, values and beliefs when using the chat functionality.
- Private chat can be used to contact hosts or presenters but not other students. If you wish to contact another student privately then this can be done outside of the virtual classroom.
- Webcams and microphones will not be enabled for students during the adobe connect session. If you wish to speak to your tutor then this can be arranged outside of your virtual classroom session by contacting your tutor or you can use the chat function within the session.
- If a group is set up by your fellow learners in class on different platforms such as WhatsApp, this must be arranged by the group themselves and will not be monitored by a tutor. You are free to join this group or leave this group as you wish.
- Please be reminded that all sessions are recorded and therefore if you have missed a part of the session due to other distractions then the recording can be used to catch up on this content.
- As the session is recorded please maintain an awareness of employability skills in how you conduct yourselves in online sessions.

Any inappropriate behaviour that you become aware of can be reported online and offline. It is important to inform a trusted adult straight away if someone is bullying you for example, or making you feel uncomfortable. You can do this by contacting a member of our Safeguarding team about this, or any other matters of concern.

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SAFEGUARDING

If you have a safeguarding concern or would like support please email safeguarding@fi.co.uk or your local safeguarding contact. Details of regional contacts are on our [safeguarding guide](#).

GUIDANCE FOR MEETINGS WITH WEBCAMS ENABLED

If 1:1 meetings are arranged with your tutor or coach and webcams are enabled then please read the following guidelines:

- 1:1 online meetings should only take place with cameras on during a previously planned appointment.
- If at any time you feel uncomfortable during a 1:1 call, with something you see or hear, you should end the call as soon as possible and report any concerns to your Safeguarding Team. Examples may include inappropriate dress or location.
- Do make sure that the session takes place in a setting that does not permit other family members, friends, pets etc. to be visible to others. Ensure that personal information such as photos, correspondence are not be visible. To blur the background is preferable, where this is not possible, you should consider a plain background wherever possible.
- You should ensure that attire and appearance is in line with your usual place of work. Drinking alcohol, eating and smoking should be avoided and language professional at all times.

KEEPING YOURSELF WELL

We will take regular breaks during your virtual sessions and during these breaks we recommend that you:

- Stand up and move around
- Try to get outside
- Avoid looking at a screen (including your mobile)
- Have a drink of water

For more information on this please see our safeguarding policy which can be found here - [Safeguarding and Prevent](#)

GENERAL ONLINE SAFETY

It is important that you are aware of the impact that your online activity can have on both yourself and other people, and the digital footprint that you create on the internet. It is easy to feel anonymous online and it's important that you are aware of who is able to view, and potentially share, the information that you have posted. Personal information should be kept safe and not shared with strangers.

Some online content may be hurtful or harmful to you. This is true for content accessed and viewed via social networks, online games, blogs and websites. Try to consider the reliability of online material and be aware that it might not be true or written with a bias. Only navigating sites and pages that you have selected can help to mitigate risks here.

Consider that people online may not be who they say they are and that once someone is added to an online account, you may well be sharing your personal information with them. Regularly reviewing friends' lists and removing unwanted contacts is a useful step. Privacy settings online may also allow you to customise the information that each person is able to access.

You can find a useful resource to learn about general online safety here – www.getsafeonline.org

Additional guidance from the National Crime Agency is shown here - [National Crime Agency](#)