

## CSMC Safeguarding Policy for Online Lessons

1. When CSMC teachers are using recording videos or live streaming lessons, they must ensure the view including the background and the sound broadcast contains no inappropriate material and no material of a private nature.
2. When communicating with CSMC students online, teachers must ensure the platform they are using is suitable for the students' age group. The teachers and students must check the privacy settings.
3. Written consent from parents or guardians of children to be involved in online lessons must be completed.
4. CSMC volunteers or teachers must not contact children directly. Contact with students who are children under the age of 18 may be made only with the parents' permission at the time of the contact or lesson.
5. It is appropriate to communicate with a child on an individual basis – for example, providing live streaming lessons or feedback on a piece of work – by using parents' or carers' email addresses or phone numbers, when it is safe to do so.
6. If teachers or students/parents encounter any concerning or inappropriate behaviour from CSMC volunteers or teachers, they should inform and discuss this with the CSMC designated child protection person **(Adelina Romeo on 07740382893 or via email: a\_shakaj@yahoo.co.uk)**
7. Children and young people can contact Childline for free on 0800 1111, or children can access support and advice online (<https://www.childline.org.uk/get-support/>) if they are worried about anything or need to talk to someone while the CSMC is closed.