



Presentation College Windsor
Child Safety Protocols
Remote Learning

All staff working with students or in schools have a moral and legal obligation and a duty of care to protect any child under their care from reasonably foreseeable harm (***Protect: Identifying and Responding to All Forms of Abuse***, DET 2018). This document has been developed as a result of the extraordinary circumstances arising of COVID-19 and is underpinned by Ministerial Order 870. This document should be read in conjunction with the *Presentation College Windsor Remote Learning Guidelines*. As such, when engaging in remote learning, staff and students must ensure that they adhere to the protocols that provide a safe environment. These protocols are outlined below.

In order to facilitate remote learning, school email, Google Classroom, Edrolo (VCE Students) and Google Meet are the main online tools. These are used as part of the PCW technology provision. Teachers are advised to use their PCW devices and staff and students are to use only PCW online accounts. Use of Facebook, SnapChat, Twitter or other social media accounts are not permitted without express permission.

Resources to assist learning may include YouTube, Clickview, Edrolo, and other applications within the Google Suite. Resources used and shared must be appropriate for a standard classroom setting.

It is expected that students are a part of all learning activities delivered online, including Homeroom in the morning. The school will notify parents if students do not check in at a scheduled class time and this will be marked on the school roll. Maintaining a respectful online environment is required.

Formal language is required for all written and verbal communication throughout the lesson. Lessons are to be delivered between students and teachers only. Parents should communicate with teachers via email outside class time between the hours of 8.30 am and 4.00 pm.

Google Meet is an online video chat application. When using this all users must abide by the following protocols:

1. Work from an appropriate workspace at home. As a guide, common areas are preferred (kitchen table, lounge room etc), however bedrooms are inappropriate and unacceptable. Ensure that all that can be seen in the background of your camera is appropriate for a school environment.
2. Be seated for the entirety of the interaction; clearly communicate if you are leaving the space
3. Dress as you would for a school environment;
 - a. Staff are expected to wear professional attire
 - b. Students are to dress in neat casual attire. Pyjamas are not appropriate.
4. Do not screenshot any information from your device's screen or record anything without permission.
5. Do not have personal tabs open on internet browsers
6. Avoid, wherever possible, one on one online interactions between teachers and students. There should always be another teacher or student as part of the online Meet.
7. If a student wishes to contact a teacher regarding work outside of class hours, it must be via their PCW email.
8. Both teachers and students can turn off the camera function on Google Meet if so desired.



Should there be any concerns regarding the wellbeing or safety of an individual, in the first instance please contact the College Psychologist Ms Lisa Tang on ltang@pcw.vic.edu.au, or via phone 0408 239 703. This number is only to be utilised during periods of Remote Learning.