



Remote Learning and Child Protection Policy

Status:	Current	Supersedes: All previous policies or guidelines related to online learning
Authorised by:	Board Chair	Date of Authorisation: July 2021
References:	<ul style="list-style-type: none">• <i>CHILD PROTECTION POLICY (RGGS-058-POL)</i>• <i>ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY (RGGS-024-POL)</i>• <i>STAFF CODE OF CONDUCT (RGGS-037-POL)</i>• <i>DRESS CODE – STAFF (RGGS-040-GDL)</i>	
Review Date:	This policy will be reviewed annually, or as appropriate, to take account of new legislation or changes to school's operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date: July 2022
Policy Owner:	Board of Trustees of Rockhampton Girls Grammar School <i>trading as</i> Rockhampton Girls Grammar School CRICOS Provider No: 00508E	Access: School staff via Policy tab on RGGGS Quick Links page



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PURPOSE OF THE POLICY

This policy has been written in response to the COVID-19 pandemic which saw teaching and learning move to an online environment in 2020. The COVID-19 pandemic has required some students to work from home for short periods of time for various reasons including:

- the region in which they live may go into short term lockdown (as was seen in SE Queensland, Townsville, Palm Island and Magnetic Island on 30 June 2021);
- some families may be in transit from a restricted area and may need short term learning arrangements (e.g. a current student returning from interstate or overseas)
- a student may be in isolation or quarantine whilst infectious.

In instances such as these, or where the government mandates that all students will learn from home, the following guidelines will apply.

EXPECTATIONS OF TEACHERS

- Teachers are expected to act in accordance with the School's existing policies, including the *Child Protection Policy*, *Acceptable Use of Technology and Social Media Policy* and *Staff Code of Conduct*.
- Mandatory reporting as per the *Child Protection Policy* remains a legislative requirement for all staff.
- Teachers should also familiarise themselves with Queensland College of Teachers' Online Relationships with Students guidelines https://qldct.schoolzineplus.com/news?nid=18&article_id=197
- Any concerns about harm, including cyberbullying, self-harm or suicidal ideations are to be reported immediately by phone and direct discussion with a Child Protection Contact Officer. Child Protection Contact Officers are listed below.
- For the purpose of this policy, the term "teacher" refers to any Rockhampton Girls Grammar School employee involved with the online instruction of students, including music tutors and co-curricular tutors and coaches.

CONDUCT OF STAFF IN THE REMOTE TEACHING AND LEARNING ENVIRONMENT

1. Teachers are permitted to use online video formats (e.g. Teams) for teaching classes and small groups of students.
2. Teachers are not to communicate via any video online format with individual students with the exception of and under the conditions outlined in 2.1.
 - 2.1. In certain staff roles and responsibilities, and some teaching circumstances, such as music tuition and very small classes, one-on-one video conferencing may be required with students. Should this be the case, the staff member must seek approval from the Deputy Principal – Students, Deputy Principal – Studies or Principal and the following conditions must be met:
 - **For a timetabled class:**
 - These are only to occur during the timetabled lesson.
 - Parents must be notified of the class and are welcome to attend the online lesson if they desire.
 - Classes must be recorded, and the student and parents made aware of this at the start of the lesson. The teacher is to maintain a record of the meeting, including notes and video evidence.
 - **For co-curricular or other meetings (e.g. tutorials):**
 - Executive staff are aware and have approved of the meeting.
 - Parents are made aware of the times in writing and are able to attend or view the online meeting if they desire.



- The meeting or tutorial is to be recorded, and retained, and both students and parents are to be informed of this at the start of the meeting.

All video meetings must take place in an open or shared space. Where staff see students in an inappropriate space (e.g. a bedroom), they are to request the student moves to a different location. If there is no suitable alternative, the staff member must end the online meeting.

3. Where teachers are providing individual feedback to a student:
 - 3.1. Consider whether video-conferencing is necessary or whether the information can be delivered via another means such as email or OneNote;
 - 3.2. Where video-conferencing is required, it may only occur if:
 - teachers use the chat or call facilities in Teams, ensuring it is recorded and stored; or
 - another person is in attendance to listen to the meeting (e.g. a parent or another staff member).
4. Teachers are not to use their private phones to contact students. Where they wish to talk to individual students, they need to use a school phone and the parent phone number should be used, not the student number. The phone should be on speakerphone and parents must be present in the conversation.
5. Lesson-related communication with students should only occur within regular school hours (as a guide, 8.00am – 4.00pm).
6. All staff must maintain a professional tone in any online communication, whether it be via email, OneNote feedback, Teams messaging or audio/video call. The language used online must be comparable to the language used with a student in a classroom.
7. These three platforms – email, OneNote and Teams – are the only forms of communication teachers should use with students. Under no circumstances should teachers be using social media carriers like Facebook, Instagram or Snapchat to communicate with students.
8. When conducting online lessons, teachers should be mindful of the background visible to students. The backdrop should be appropriate and should not compromise professional standing or expose any child to inappropriate imagery or conduct.
9. Staff are to dress professionally when delivering online. Rockhampton Girls Grammar School's Dress Code applies even when delivering lessons online.
10. The following guidelines in relation to professional boundaries must be adhered to:
 - All use of technology should be for educational purposes or for the organisation of co-curricular activities;
 - All email communication between staff and students should be via the school email system and must reflect a professional staff/student relationship;
 - Staff should not use their private phones to communicate with students;
 - Staff should not give out their personal telephone numbers to students;
 - Staff should not send text messages to students;
 - Staff should not share their social media contact details with students;
 - Staff are not to accept or request students as 'friends' on social media or otherwise use social media to communicate in any way that is not condoned or approved by the School;
 - Staff should not exchange personal pictures or personal information with a student;
 - Any student personal contact details are only to be used for school communications and with School approval.

CHILD PROTECTION CONTACT OFFICERS

Rockhampton Girls Grammar School has appointed a number of Child Protection Contact Officers who are available to answer any questions that you may have with respect to our Child Protection Policy.



Our School's Child Protection Contact Officers are listed below:

Name	Position	Contact Number	Email
Jennifer Luck	Chair of the Board of Trustees		jenniferluck@rggs.qld.edu.au
Kara Krehlik	Principal	4930 0900	principal@rggs.qld.edu.au
Nadine Kelly	Deputy Principal – Students	4930 0908	nadinekelly@rggs.qld.edu.au
John Fry	Deputy Principal - Studies	4930 0909	johnfry@rggs.qld.edu.au
Stacey McCarthy	Head of Boarding	0418 185 748	staceymccarthy@rggs.qld.edu.au

The School's Child Protection Contact Officers are the first point of contact for reporting child protection issues within the School.