



ALLIANCE FRANÇAISE DE YORK (AFDY) PROCEDURES FOR UNDER 18's IN DISTANCE-LEARNING CLASSES

AFDY is committed to safeguarding and promoting the welfare of children and young people and expects all staff, trustees, and any volunteers who work in the AFDY office, to share this commitment.

This document is to be read in the context of AFDY's general Safeguarding and Child Protection Policy and Procedures (2019).

DIRECTOR:

- Ensure that all parents/carers of participants under the age of 18 have read this document and have agreed in writing (e.g. email) to support and abide by these procedures.
- Check regularly with teachers to identify any concerns.
- Ensure teachers know about the special procedures and precautions they need to adopt when there are under-18s in their classes (as per AFDY's general Safeguarding and Child Protection policy and as detailed below).
- Decide if any special information communicated by parents needs to be shared with the teacher(s) and/or Safeguarding Leads.
- Confer with the teacher on what action to take in the event of a safeguarding concern.
- Occasionally check in on classes for under 18's.
- Ensure every tutor has a copy of AFDY's general Safeguarding and Child Protection policy, which contains all relevant information in respect of any safeguarding concerns.

TEACHERS:

- Record any information relevant to Safeguarding that is shared by the parents and inform the Director or a Safeguarding Lead.
- Send email notification to parents if child/young person has not attended part or all of a class.
- For all email communication with the student, the parent must be in copy. If the parent or the child/young person prefers to use the parent's address only, then the teacher must send all messages only to that address.
- Do not connect using Whatsapp, Facebook or any other social network.



- Do not communicate to students or their families, any information about your personal address, phone number or social media profiles.
- Do not allow or encourage students to share such information with each other. If they wish to do so, their parents should take responsibility for enabling this.
- In the event of a safeguarding concern: urgent concerns – call emergency services, making sure you have the child/young person's address to hand; less urgent concerns, discuss with a Safeguarding Lead as usual, and decide together on course of action.
- Ensure that you are teaching with a neutral background without personal information displayed.
- Report to a Safeguarding Lead any inappropriate dress, image, language or behaviour in class.
- If using breakout rooms, allow time and space for children/young students to communicate any concerns or feedback following time in breakout rooms.
- Be aware that the Director may choose to enter the virtual classroom at any time, just to "check in".
- Classes where a minor is present are not to be recorded.

PARENT/CARER:

Where persons under 18 years of age take part in an online class provided by the Alliance Française de York, they must be supervised by a parent or carer, who must ensure the following:

- The child/young person understands that although they are at home, they must behave in a manner similar to what would be expected at school, in terms of behaviour, appropriate language, and respect for teachers and classmates.
- The child/young person's image will be visible to the teacher and other students: they must be appropriately dressed, attend the online classroom from a location where the parent can maintain supervision, and ensure that the background to their image is reasonably neutral and that no items or elements appear in the image which violate their privacy or could offend other participants.
- All other householders should be aware that the child/young person is in a public online classroom and should try to avoid appearing in the image or the audio.



- Children/young students should be aware that they are in public and should observe basic internet safety guidelines: they should not share personal information such as their address or social media profile information with people they do not know.
- Microphones and cameras should be disabled once the class has concluded and during break times.
- Any concerns about behaviour can be reported to a Safeguarding Lead or the teacher.
- Although you may not take part in the class, parents/carers should also feel free to sit in with the students or observe periodically if you like, just as you would with a tutor visiting your home, while remaining outside of the frame and respecting the privacy of the other students.
- To protect the privacy of the students, you are not permitted to record any of the sessions, using any external software or device.
- To protect the child/young person's privacy, we recommend that parents use their own contact details, and not the child's, when downloading the software.
- Children/young students should feel free to write their first name only when entering the classroom, but must use their real first name so that they can be identified by the teacher.
- The teacher will send a meeting link by email, which must not be shared, since it could allow unauthorised persons to enter the classroom.

Where we have any concerns about a child/young person, we will follow this up in accordance with AFDY's Safeguarding and Child Protection Policy and Procedures, which can be found on our website.

AFDY Safeguarding Leads: Christine Grimaud Brown – Course Director
Nadine Tilbury – Chair of the Board of Trustees
Pat Wilson – Trustee

Dated: 20 June 2020
Date of last review: N/A
Date of next review: June 2021