MAINTAINING A SAFE COMMUNITY

(TEACHERS GUIDE)

It is important that staff model correct etiquette online and maintain their vigilant stance on protective behaviours. In partnership with the **Staff Code of Conduct** (CompliSpace), staff are reminded of the following as we move to a program of online learning:

1. Appropriate Behaviour

Staff model and promote the appropriate behaviour, including in the online environment; and comply with College child safe policies.

2. Be Vigilant

Staff have a duty of care to be vigilant with any concerns in regard to student well-being and child protection, and must take all reasonable steps to ensure the safety and welfare of our students.

3. Reporting Concerns

Staff must report to management any concerns arising with respect to student safety.

4. Professional Distance

Staff are to maintain a professional distance with students on all digital social networks, for a minimum of one year after students graduate.

5. Professional Boundaries

Staff must act in a professional manner with students on all College sanctioned digital platforms. This means establishing clear professional boundaries with students to protect everyone from misunderstandings or a violation of the professional relationship.

This may include:

- Developing routines and structures that promote clear boundaries.

- Implementing College policies in regard to care and discipline.

- Understanding the welfare policies of the College.

- Responding to provocative behaviour calmly in a non-confrontational manner, and using line managers as needed.

- Active supervision of the digital platform.

- Clear instruction and feedback to students.

- Not meeting <u>one-to-one</u> with students outside of timetabled classes in the digital environment.

- If you suspect a child is seeking a special relationship with you or seeks to blur appropriate boundaries, flagging this early with line management to note and discuss strategies.

- No discussion of anything of a sexual nature unrelated to syllabus, and not exposing students to anything of a sexual nature.

- Not being a 'friend' or 'follower' online, or accepting a student doing so.

- Not posting any images of students or staff on social media.

Additionally

- **When recording video lessons...**
  When recording video lessons in a non-school environment to upload for students, use PowerPoint video to illustrate learning. If you must video your face or do a demonstration, use blurring to mask background

- **When individual messaging is required...**
  Individual messaging must be on appropriate and agreed school monitored tools (e.g. SEQTA direqt messages) to address learning related questions

- **When additional communication is required...**
  Teacher can utilise the audio and video features in Teams. Please learn how to turn camera on and off and also how to mute student's microphones.

A failure to comply with the College *Code of Conduct* and *Policies* may result in disciplinary action as outlined in these documents.

Kennedy Baptist College