

# Remote Working

a guide for education professionals



**It is likely that COVID-19 restrictions will continue for some time. There is a growing sense of mis-information about what is and isn't good practice around safeguarding students who are learning remotely.**

In these extraordinary circumstances, following your safeguarding policies has never been more important. Your understanding of the child may change due to reduced contact and seeing them in a home setting. Make sure your safeguarding policies are robust enough for this situation.

## Your Workspace

- Find a suitable space to work and strike a balance between work and family, and fun
- Set reasonable daily goals  
Workload should not increase
- Be clear about how your work-provided device can be used (if you have one)

## Staff Communications

- Only use work devices for work, and personal devices for personal (if possible)
- Informal online staff groups should be voluntary and not used for official communications

## Data Protection

- For any data protection related questions, speak to your data protection officer (DPO). Data protection exists to protect our personal information and shouldn't be used as a barrier to innovation, especially at the current time. The data protection risks of doing, or not doing something, should be assessed and mitigated in line with legislation.

## Working with Students

- Where possible, only use work-provided devices/platforms/systems
- Provide offline activities – not all families have 1-to-1 devices
- Pre-record content for students to access when it suits them
- Only live-stream or use video conferencing with clear permission from school
- Get supervision from another adult, following local guidelines as relevant. If a second adult is not available, record the stream (with necessary policy, permissions and following local guidelines)
- Make sure you and your students follow school policy and understand how to use systems
- Select independent activities for students, there may be limited contact with parents
- Don't forget safeguarding – protect your students from 'bad actors', log/refer any concerns to your safeguarding lead

[swgfl.org.uk/coronavirus](https://swgfl.org.uk/coronavirus)

If you have questions or concerns then contact the  
**Professionals Online Safety Helpline** on 0344 381 4772  
or email at [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)