



Keeping Safe during Webex sessions

As a learner you will need to use Webex if you are learning with us online – here are a few basics to keep you safe:

- Sessions are private for the members of the group and only group members will be allowed to join
- Sessions will have clear start and end times and will open and close at those times for you to join
- If technical issues or other problems interrupt your learning, please ensure that you let your tutor know via e-mail and your tutor will ensure any information gets to you
- Information is confidential to the group, unless a safeguarding issue is disclosed or witnessed and this will then be reported and supported
- As a learner you may contact your tutor outside of the learning session via e mail or telephone for support
- Sessions of learning may be recorded and saved through Webex this information will be used for teaching, learning and assessment purposes within ASCL
- You must ensure they turn off any background noise such as radios or TV
- You must wear appropriate dress code during online sessions
- Try to work from a quiet space where you can concentrate and fully engage.
- No personal information should be on display therefore not presenting a safeguarding risk
- You must use your full name when asked. Do not allow access to your online learning from anyone you don't recognise the names of e.g. nicknames and first names only will not be given access to the session
- Whilst online learning you must mute your microphone unless you are asked or answering a question
- You must ensure British Values of tolerance, mutual respect, individual liberty and the rule of law are adhered to during all learning and the importance of this outside of learning i.e. respect and tolerance of other learners when communicating within the group
- Speak one at a time and the tutor will establish a system of asking and answering questions or giving opinions
- Behaviour and code of conduct as in face to face to sessions will be expected. i.e. no swearing/no bullying/appropriate dress
- When using the video, please be aware of your surroundings. You do not want any personal items visible such as children's photos or an indication of where you live. You can have the option to turn off the video if preferred when learning
- Once you connect, if you cannot hear please check the audio settings. On the computer it is in the small arrow to the right of the mute button (on bottom left when move your mouse) – test speaker and microphone



Online Safety for Learners

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- If you have difficulty hearing whilst online, please let your tutor know by adding a comment on the chat window to get support
- If you have any problems accessing the session contact your tutor as soon as possible via Edmodo, Text or E mail
- Webex allows for screen sharing between the tutor and learner. You need to make sure you don't inadvertently display personal information e.g. having a social media website open, which may reveal personal information, displaying photos, text, apps or websites that may display unsuitable content

Data and access when using Webex

- Webex is a secure online platform. Nobody external to ASCL/BMBC will have access to video streams or any data related to online lessons.
- Learners should not take screenshots or make video recordings of online sessions. Any training materials used for lessons can be shared by the teacher in advance via BMBC secure email.

Quality Assurance to the learner

- ASCL ensure our GDPR policy conforms to BMBC and national guidelines
- ASCL ensure our teaching and support staff have undergone the relevant safeguarding training
- ASCL ensure teachers are part of the quality cycle for teaching and learning
- ASCL ensure that learners progress is monitored and recorded

Safeguarding, Prevent, Inclusion and Online Safety:

All participants should feel safe and included in the online learning. If for any reason there is a concern relating to Safeguarding, Prevent and Inclusion normal procedures will be followed to deal with these issues.