Online Safety Consent Form for Remote Learning and Assessments

LAMDA

We understand the importance of children, young people, and adults, being able to use the internet (including for education and personal development). This includes using social media platforms, games, and apps. We aim to support all our Learners in making use of these in our work. However, we also recognise that safeguards always need to be in place to ensure children and vulnerable adults are safe.

Purpose: online tools and platforms will be used teach and assess your Learner remotely for LAMDA exams. Customers can use this consent form to put in place an agreement about what Learners, Parents/ Guardians and their school/club will do to keep Learners safe online.

This consent form no longer needs to submitted to LAMDA for Learners entered for Remote Online Assessment (ROA) but we recommend that Centres share this with Learners and their Parents/ Guardians to promote safe learning.

We ask that you (Parent/ Guardian) and the Learner agree to the following:

- Access the learning platform through a parent/ guardian's account unless the student meets the age restrictions for the platform (normally 16 year or older).
- We will not record lessons or assessments and will ensure that all other apps/ windows on the device used are closed prior to joining online.
- Ensure an appropriate adult (Parent/ Guardian) is available to introduce the Learner online and provide any technical support where needed.
- Ensure all members of the household, including the Learner, are aware that the lesson/ assessment is taking place and must use appropriate language and behaviour when nearby or in the background.
- Ensure that the lesson/ assessment is taking place in a suitable communal environment (ideally not a bedroom) and that all regulations are adhered to.
- Learners and all household members will be appropriately dressed (fully dressed in clothing that covers the top and bottom half of the body).
- We will not give out any personal information online (intentionally or unintentionally), such as my name, phone number, address, or passwords. We will ensure that no personal information is in sight when on screen that could identify me. eg. photos or school uniform.
- Ensure that we 'leave the meeting' when prompted by the Teacher/ Steward/ Examiner and will 'sign out' of the platform / tool before turning off any devices.
- We will not try to contact the Teacher/ LAMDA or any other adult using these online tools outside of the pre-arranged meeting. If we need to contact them, my parent/ guardian will contact them on the pre-approved email/ phone number.

In order to protect the Student, we will:

- Ensure that all necessary staff will have a DBS check in place and where possible, have a second adult in the room.
- Not collect additional personal information during the lesson/ assessment (except for recording the ID type shown to verify the Learner's ID if aged 16 or over for LAMDA exams).
- All meetings and information relating to lesson/ assessment will be sent from an authorised account.
- All staff will not contact you outside of the pre-agreed meeting using these online tools. If we do contact you, it will be through our normal contact procedures.
- Video calls will not be recorded for any reason.
- All staff will use appropriate language and behaviour throughout the video call.
- All staff will ensure they are in a communal living space throughout the call. All members of their household will use appropriate language and behaviour throughout the call.

Declaration: In signing this agreement, you are affirming that you have read, understood, and agree to your part in the above requirements. You give consent for the named Learner to be part of remote learning/ assessments and thereby give photo and video consent for the Learner.

Learner Name		Class	
Parent / Guardian Signature		Date	

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Online Safety Guidance

Other things to consider discussing with your family when using social media platforms, games and apps:

- Setting up a family email address.

- Looking at privacy settings and checking that our password is strong enough.

- How long we are allowed to spend online.

- We will not deliberately browse, download, or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to a responsible adult.

- We will not send anyone material that could be considered:

    o Threatening
    o Bullying
    o Offensive
    o Illegal

- Not to arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parent/ guardian (and/or teacher) and am accompanied by a trusted adult.

- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to a responsible adult.

- I understand that my internet use at home / school / examination centre will be monitored and logged and can be made available to my responsible adult. I understand that these rules are designed to keep me safe and that if I choose not to follow them, my parents/guardians may be contacted.

Tips from the NSPCC website for talking to your child about online safety:

- reassure them that you're interested in their life, offline and online. Recognise that they'll be using the internet to research homework as well talking to their friends.

- ask your child to show you what they enjoy doing online or apps they're using so you can understand them.

- be positive but also open about anything you're worried about. You could say "I think this site's really good" or "I'm a little worried about things I've seen here."

- ask them if they're worried about anything and let them know they can come to you.

- ask them about their friends online and how they know they are who they say they are.

- listen for the reasons why your child wants to use apps or site you don't think are suitable, so you can talk about these together.

- ask your child what they think is okay for children of different ages, so they feel involved in the decision making.

- Ask them if they know where to go for help, where to find the safety advice, privacy settings and how to report or block on the services they use.

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