



**Yew Chung International School (Mainland China) and  
Yew Wah International Education School**

**Child Protection Policy for Online Learning**

<b>Scope:</b> This policy applies to all teachers of each Yew Chung International School (YCIS) and Yew Wah International Education School (YWIES) in Mainland China and all ECE teachers	<b>Distribution:</b> <ul style="list-style-type: none"> <li>• School Leadership Teams</li> <li>• Teachers</li> <li>• Teaching &amp; Learning SharePoint site</li> </ul>
<b>Effective Date:</b> Academic Year 2021-2023	<b>Number of pages:</b> 2
<b>Next Review Date:</b> June 1, 2023	<b>Approved by:</b> Executive Board

*All Staff members are expected to adhere to the Child Protection Policy & Procedures, the Code of Conduct and other relevant school policies and guidelines.*

**Definition of Online Learning:**

Online Learning is the use of electronic and internet technologies to-support student remote learning.

School Leadership Team is responsible for:

- The implementation of this policy and associated procedures;
- Ensuring all staff are aware of and are following this policy and procedures;
- Facilitating or providing mandatory ongoing professional development to support all staff involved in online learning;
- Informing parents that online learning lessons will be recorded;
- Providing information as appropriate to the entire school community.

**Expectations of Staff:**

- Ensure all conferences are pre-arranged between participants beforehand at appropriate times – please ensure parents are informed when an online conference involving students is being arranged.
- During online conferences, both staff and students should be sitting in suitable environments and dressed appropriately (i.e. not on their beds, or with highly personal backgrounds).
- Staff should continue the same professional caring attitude and maintain boundaries in their interactions with students, as they would in the face-to-face school environment.

- Staff should adhere to the pre-agreed starting and finishing times.
- Staff must follow normal rules of social media use as outlined in the Child Protection Policy and Procedures, and Adult Code of Conduct for working with Students. There should be absolutely no contact with students outside of school internal and approved platforms, and communication should have an educational purpose. Staff should ensure that their personal social media is private and inaccessible to students.
- If the staff see or hear any unusual or concerning behaviours, they must report it to the Child Protection Officer.
- Staff are expected to record all online sessions as this will provide transparency and a useful record for everyone. Teachers should consult school recording guidelines.
- If staff choose to use any external learning resources, materials and platforms, they should check and get approval from the related Coordinator/Department Head. When possible, staff are required to download resources prior to the lessons.
- To avoid sharing personal phone numbers, teachers should contact the parents by email, or through the school office to arrange a video conference.

#### **Expectations of Students during Online Lessons,:**

- Choose an appropriate place to sit for the conference e.g. ideally at their desk or dining room table. It should be quiet but able to be supervised by adults in the home.
- Dress appropriately, irrespective of the locations
- Maintain appropriate behaviour and respectful interactions with staff and other students, just as they would in person.
- Communication with other students should only be as instructed by the teachers and not on other social media platforms
- Inform their teacher, counsellor or Child Protection Officer if they feel unsafe in a virtual class, session or forum.
- Report any inappropriate, harmful or illegal material to their teacher, counsellor or Child Protection Officer.

#### **Additional Resources**

- Child Protection Policy and Procedures
- Adult Code of Conduct for Working with Students
- Policy for the Appropriate Use of School Computing Devices and School Network Services
- Wellness Education and Life Skills Policy
- Peer on Peer Abuse Prevention Policy and Procedures
- Behaviour Policy and Procedures
- Anti-bullying Policy and Procedures
- Crisis Management Policy and Procedures
- Self-Harm and Suicide Prevention Policy and Procedures
- Life Skills and Wellness Curriculum
- **CNC Moral Education (for YW schools)**