**Safeguarding and Remote Delivery**

**Think about your environment and how this might impact on others**

If you are sharing your image on screen make sure you are dressed appropriately – pyjamas are not an appropriate form of dress

Ensure that there is nothing too personal, upsetting or inappropriate in the background – nobody needs to see how untidy you are

Consider blurring your background, applying a background effect or not using video

Remember that if you have your video on, everyone can see you. It’s easy to forget that everyone will be able to see you unless you turn video off. In a large meeting you might not be visible in the video grid, but if you were to talk (or make a sound while your microphone is not muted) your video will be become visible. Other people in the meeting could choose to ‘pin’ you while you are talking, which means that your video would fill up the screen instead of being small in the grid. In a small meeting, your video may be on screen all the time.

**Privacy and Security**

You should make use of online tools supported by AU wherever possible. This includes MS Teams, Skype, Panopto, Blackboard, and Turnitin. If you need to use other software, please look at the guidance on Using Third Party Software <https://wordpress.aber.ac.uk/e-learning/2020/04/20/using-third-party-software-for-learning-and-teaching/> .

Make sure you are compliant with Information Services requirements: <https://www.aber.ac.uk/en/is/regulations/isregs/>

Familiarise yourself with the Learning and Teaching Continuity Advice for using Teams and Zoom <https://www.aber.ac.uk/en/is/it-services/elearning/continuity/>

When using teams think about whether you are hosting a public or private meeting and amend your settings accordingly. Public teams are visible to everyone from the Microsoft Teams gallery and people can join them without having approval from the team owner. Private teams can only be joined by invite only from the team owner. Information on privacy settings can be found here: <https://faqs.aber.ac.uk/index.php?id=2914>

Close documents and programs if you are going to share your screen. If you share your screen without closing programs first, you may unwittingly share confidential or personal information with other people in the meeting. Before the meeting begins make sure you only have things on your desktop that are ok to be seen by all. This might mean closing Outlook and your web browser.

Any personal data of students and staff must only be available to the people who need to see it. You should take particular care to restrict the personal data of young people and special category data. The most common special category data in teaching is student health information (including disability). Any personal data of students and staff must only be available to the people who need to see it.

Make sure participants in a livestream session know that the session is live and any comment they make will be seen by others.

Ask permission before recording the session.

**Dignity and Respect**

Set some ground rules. Before starting the meeting, the presenter should let people in the meeting know what is expected of them. In an informal meeting, everyone may be free to speak whenever they have something to say. If the meeting is large, or more formal, you may need to decide on some rules, e.g. when questions can be asked, how people in the meeting should indicate they have something to say, or when you will deal with items that aren’t on the agenda.

It’s O.K. to express your opinion and challenge the opinion of others but be respectful of what you say and how you say it. It can be difficult to judge the impact of what you say when you can’t see someone’s body language. Feedback should be positive, objective, specific and constructive.

Reports of student behaviour towards others contravening dignity and respect can be reported here: <https://www.aber.ac.uk/en/student-support/student-dignity-respect/>

Reports of staff behaviour towards students contravening dignity and respect can be reported here: <https://www.aber.ac.uk/en/about-us/complaints/>

**Concerns about a student**

Spotting the signs that something is wrong can be more difficult during remote delivery but these are some of the things you might notice or hear:

* Regularly participating in sessions with the video function switched off
* Expressing feelings of suicide ideation
* Frequently seeming tired/references to not sleeping
* Seeming anxious/unhappy
* Appearing unkempt/change in appearance
* Becoming withdrawn/not participating in class
* Being secretive and reluctant to discuss their whereabouts
* Expressing feelings of persecution/isolation
* Disclosing something worrying e.g. abuse
* Becoming increasingly/unnecessarily argumentative
* Refusing to listen to different points of view
* Unwilling to engage with/becoming abusive to others who are different
* Fixation with conspiracy theories
* Expressing sympathy to extremist ideologies and groups
* Inappropriate images/posters on display

Of course, these signs are not always an indicator of an underlying concern e.g. students very often do not sleep! However, if in doubt check it out.

Approach the individual in private/discreetly to make them aware of your concerns or seek advice from [studentwellbeing@aber.ac.uk](mailto:studentwellbeing@aber.ac.uk) or [student-support@aber.ac.uk](mailto:student-support@aber.ac.uk)

If you think someone is at immediate risk dial 999 and then inform site security 01970 622900 and [studentwellbeing@aber.ac.uk](mailto:studentwellbeing@aber.ac.uk)