



**KINGSMERE
COLLEGE
LONDON**

Health and Safety Policy

KINGSMERE COLLEGE LONDON is committed to safeguarding the health, safety, and wellbeing of all tutors, students, and support staff who deliver or participate in teaching and learning remotely. Although learning and teaching take place online and within individual home environments, the College recognises its duty to provide guidance to ensure activities are conducted safely, responsibly, and in line with UK health and safety expectations.

1. Purpose

Kingsmere College London is dedicated to protecting the physical, mental, and digital wellbeing of all members of its community. Although the College cannot control individual home environments, it recognises its duty to provide guidance, support, and training to promote safe working conditions and minimise risk.

The College aims to:

- Support tutors and students in creating safe and ergonomic home workspaces.
- Promote secure and responsible use of digital platforms.
- Protect against online risks such as cyberbullying, inappropriate behaviour, and data breaches.
- Provide access to wellbeing and safeguarding pathways.
- Foster a culture of safety, respect, and professionalism in all online interactions.

2. Scope of the Policy

This policy applies to:

- All tutors delivering online classes, tutorials, or assessments from home.
- All students attending online classes, completing coursework, or accessing college systems remotely.
- Administrative and support staff working from home.
- All digital communication surrounding teaching and learning, including video conferencing, messaging, and email.



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3. Roles and Responsibilities

3.1 The College

Kingsmere College London will:

- Provide guidance in safe online practice, ergonomics, and digital safeguarding.
- Ensure that the platforms used for teaching are secure, GDPR-compliant, and accessible.
- Offer wellbeing support for students and staff.
- Conduct regular reviews of online safety procedures.
- Provide a clear mechanism for reporting concerns.

3.2 Tutors

Tutors must:

- Set up and maintain a safe, comfortable workspace at home.
- Follow College guidelines on ergonomic practice and screen use.
- Use only approved digital tools and protect confidential information.
- Maintain professional boundaries and appropriate conduct online.
- Report any safeguarding, health, or wellbeing concerns promptly.
- Ensure lessons are planned and delivered in a way that supports inclusive digital learning.
- Never have unsupervised 1-to-1 calls unless approved.
- Record attendance for all sessions.
- Use professional language and boundaries.
- Keep cameras on when teaching, unless a safety issue arises.

3.3 Students

Students must:

- Take responsibility for creating a safe study environment at home.
- Engage respectfully in all online interactions.
- Follow digital safety rules and reporting procedures.
- Attend online classes in a manner that supports their safety and wellbeing.
- Report any concerns regarding online behaviour, cyberbullying, or wellbeing to the College.



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4 Safe Home Working Environment

4.1 Workstation Setup

To reduce the risk of musculoskeletal injuries and fatigue, staff and students should:

- Use a desk or table with a stable surface.
- Sit in a supportive chair, maintaining proper posture.
- Ensure the screen is positioned at or near eye level.
- Keep the workspace clutter-free and free from trip hazards.
- Use adequate lighting to avoid eye strain.

4.2 Breaks and Physical Wellbeing

The College recommends:

- Taking short breaks every 60 minutes.
- Standing, stretching, or walking periodically.
- Limiting unnecessary screen time.
- Staying hydrated throughout the day.

5. Digital Safety and Security

5.1 Approved Platforms

All teaching, learning, and communication must be conducted using platforms approved by **Kingsmere College London**.

5.2 Data Protection

- Personal data must be stored and transmitted securely.
- Confidential information must not be shared through personal email or unprotected devices.
- Tutors and students must not record or distribute lessons unless authorised.

5.3 Online Behaviour

- All communication must be respectful and appropriate.
- Harassment, cyberbullying, or inappropriate conduct will not be tolerated.
- Tutors must maintain professional boundaries at all times.



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6. Safeguarding in the Digital Environment

6.1 Safeguarding Principles

- The welfare of students is paramount.
- All concerns must be reported to the Designated Safeguarding Lead (DSL) without delay.
- Tutors should not engage in one-to-one private video calls unless approved and documented.
- Students have the right to privacy and safety during online learning.

6.2 Signs of Concern

Tutors should be aware of:

- Sudden disengagement or withdrawal from online activity.
- Visible signs of distress in online sessions.
- Inappropriate chat messages or behaviour from peers.
- Students repeatedly missing classes or expressing personal concerns.

7. Health, Wellbeing, and Mental Health Support

Kingsmere College London is committed to promoting wellbeing and providing support.

The College will:

- Offer access to wellbeing resources and external support services.
- Provide guidance on managing workload, stress, and digital fatigue.
- Support students and staff with disabilities or health conditions through reasonable adjustments.

8. Incident Reporting

Staff and students must report:

- Health and safety concerns in the home working environment
- Injuries or ergonomic issues resulting from online study
- Digital safety breaches or technical problems
- Inappropriate behaviour, harassment, or safeguarding issues

Reports should be made through the College's designated Health & Safety Officer, DSL, or the online reporting form.



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9. Training and Awareness

The College will provide:

- Induction training on safe remote learning practices
- Ongoing digital safety and safeguarding training
- Guidance documents, videos, and support materials
- Regular reminders about safe working habits and digital wellbeing

10. Monitoring and Review

This policy will be reviewed annually or sooner if:

- New risks emerge
- Legislation or digital standards change
- Feedback from staff or students suggests improvements

Digital Conduct & Online Behaviour Policy

Expectations

All community members must:

- Treat others with respect and professionalism
- Use appropriate language
- Avoid disruptive or abusive behaviour
- Follow tutor instructions and remain engaged

Prohibited Behaviour

- Harassment, bullying, or intimidation
- Sharing harmful or explicit content
- Recording classes without permission
- Misusing college systems
- Impersonation or access breaches

Student Responsibilities

- Attend sessions punctually
- Participate respectfully
- Protect personal information
- Report inappropriate behaviour

Consequences

Breaches may result in:

- Formal warnings
- Removal from online classes
- Suspension of account access
- Disciplinary action



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SUPPORTING LITERATURE

Why Health & Safety Matters in Online Learning

Although distance learning removes the risks associated with physical classrooms, it introduces new challenges. Staff and students may spend long hours at computers, creating a risk of eye strain, back and neck pain, and fatigue. Online environments can also expose users to cyberbullying, privacy risks, and mental health challenges.

Ergonomics and Physical Health

Research consistently shows that poor workstation setup leads to long-term musculoskeletal issues. Encouraging good posture, regular breaks, and proper equipment reduces these risks and promotes productivity.

Digital Safety

With increased screen time comes increased exposure to digital threats such as phishing, fraud, and online harassment. Using secure platforms and practicing digital responsibility protects both individuals and the institution.

Wellbeing and Social Isolation

Remote learning can lead to feelings of isolation or disconnection. It is essential that tutors maintain regular engagement with students and that the College provides pathways for wellbeing support.

Safeguarding Online

Ensuring that all learners feel safe and supported is essential. The online classroom must uphold the same safeguarding principles as a physical one, ensuring students are protected from harm, abuse, or inappropriate conduct.