Remote Learning Protocols for 'Live Teaching' Online

In the context of remote learning due to the Covid-19 school closure, we are particularly mindful of the need to follow strict protocols for online teaching, to ensure pupil and staff safety. When you provide live on-line teaching to pupils using webcam, the following considerations should be adopted to keep yourself and students safe. The Staff Code of Conduct continues to apply.

A reminder that online contact with students must be solely for educational or pastoral reasons. Contact should take place only and during school hours. While working on the school site, only school devices can be used to stream live sessions. Where it is unavoidable, for example a member of staff working from home with no access to a school device, a personal device may be used. This should be logged with the Headteacher. Should it be necessary to record a session on a personal device, it must be uploaded to the school system within 24 hours, and deleted from the personal device.

Where there may be a case for 1-1 teaching (for example, peripatetic tuition or language orals) the school should contact the Trust Director of Safeguarding to discuss the increased safeguards which will need to be in place, to protect both the child and staff member. When the live lesson is over, end the session for all pupils to avoid a situation where only one pupil remains online.

If you are broadcasting images i.e. video conferencing/ interacting with students on MS Teams or Zoom where they can see you***** and in which you can potentially see students, you must control the following:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Check what is visible on screen to the pupils, so that nothing inappropriately personal is visible; you could consider blurring your background.
- There is no need to record live lessons for safeguarding reasons: should any issues arise, in keeping with school safeguarding procedures, you should inform the DSL via a detailed report on CPOMS without delay.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- No other adults in the teacher's home should appear on screen.

*There is no requirement to be seen on live lessons; if you feel uncomfortable, turn off the camera.

In the event that something inappropriate comes up during a remote lesson, a teacher may need to end the session immediately for all students. In cases regarding potential illegal imagery, this should be reported immediately to the DSL, who will then decide whether the imagery should be reported to, for example, the Police or the Internet Watch Foundation.

Report immediately any concerns about a child, including online safety of pupils to the DSL, which will be dealt with as per our Safeguarding and Child Protection policy and where appropriate referrals will be made to children's social care and as required, the police.

We already know that having an open-door policy supports teaching and learning within schools. This can be replicated within remote provision by staff sharing lesson links for live teaching with other relevant school colleagues as and when appropriate.

Personal data and GDPR

Schools should continue to follow GDPR guidance when managing personal data and may need to consider:

- taking care not to share contact details when emailing multiple people (BCC)

- being careful when sharing usernames and other personal data for access to online resources

- providing access to school data systems safely

- if a live lesson is being recorded to be shared later (because, for example, a student is absent) student cameras must be turned off.

- Avoid using student surnames in live QA if you are recording it to be shared later with other students who may not be present.

Under GDPR all online content from a pupil is personal data and subject to the provisions under the Data Protection Act.