



## **1. Policies for Staff**

1.1 Staff will be trained and routinely reminded of procedures and expectations for online learning, remote learning and safeguarding during periods of Remote Learning, including:

- Keeping Children Safe in Education: Part 1
- The Covid-19 Safeguarding and Child Protection addendum
- *'My Concern'*
- Staff Code of Conduct
- Remote Education Policy and Procedures
- IT Acceptable Use Policy (AUP)
- Data Protection Policy, including GDPR

## **2. Staff Reporting of Concerns**

2.1 Where a member of staff has any concerns during a period of Remote Education they should:

- Report any welfare concerns about a student using the *'My Concern'* application and highlight them to Designated Safeguarding Lead (DSL) without delay.
- Report any inappropriate student behaviour in line with the procedures in the College's Behaviour for Learning Policy.
- Report any concerns about a member of staff to the Principal.

## **3. Delivery of Remote Education: Technical Protocols**

3.1 In delivering education remotely to students, staff should:

- Only use College provided laptops.
- Only use the College approved communication channels or platforms as these will have been checked for suitability and security.
- Only use resources in line with existing teaching and learning policies, taking licensing and copyright into account.
- Not use personal accounts or social media channels to provide remote education or support.
- Follow the Staff Code of Conduct in relation to behaviour and language use during live sessions.
- Dress professionally: the dress code can be smart casual rather than formal office wear.
- Use a suitable neutral background when presenting 'live' or recording, enabling background blurring tools where relevant.
- Ensure that no personal data is visible when presenting 'live' e.g. an open spreadsheet or SIMs attendance register.
- Ensure that any personal data used by staff or captured or used when delivering remote learning must be processed and stored with appropriate consent and in accordance with data protection requirements (the Data Protection Act 2018, GDPR and relevant College policy).

## **4. Protocols for Staff Delivery of 'Live' Lessons**

4.1 The following protocols will be adhered to when delivering 'live' lessons:

- Microsoft 'Teams' is the College's chosen platform for the delivery of live lessons and is the only platform that will be used.
- All staff will be provided with training on accessing Microsoft 'Teams' and how to use it safely and effectively.
- Staff will follow the College's 'Teams' timetable that indicates when 'live' lessons should take place.
- Staff may team-teach or teach more than one class during a 'live' lesson.
- Staff should record lessons and this will provide the length, time, date of any live sessions delivered.
- 'Live' lesson recordings will be stored on 'Teams', within the 'team' to which they were delivered, and will only be accessible by staff and students in the College. Staff must not share the recordings with anyone outside of the organisation.
- Staff will take an attendance register so that student engagement can be monitored. Where a student does not attend 'live' lessons routinely, the College will make contact with parents and carers.
- Staff will uphold the College's expectations about behaviour and engagement, in line with the Behaviour for Learning, including Anti-Bullying Policy:
  - where students display behaviour that meets the College's expectations, praise and rewards will be offered;
  - where students display behaviour that does not meet the College's expectations, the B4L system will be applied, the negative behaviour logged on the College's system and the class teacher will make contact with the parents and carers;
  - where contact with parents and carers needs to be made, staff will ensure that personal phone numbers are withheld should they need to use their own phones to communicate with parents and carers and they will only use the contact details of parents or carers that are logged on the College's SIMs system.
- Students will be asked to join a 'live' lesson with their cameras switched off and their microphones muted. Where appropriate, they will be invited by the class teacher to contribute to the lesson through a combination of methods such as: making a verbal contribution by unmuting their microphones; using the 'hands up' function; using the 'chat' function' or accessing a 'breakout room'.
- Where a 'live' stream is delivered, two members of staff will be present: one member of staff will be responsible for delivering content and the other provide support and safeguarding assistance if required, for example by monitoring student interaction.
- The quality of provision during 'live' lessons will be routinely monitored by College leaders, including Senior Leaders, Departmental Leaders and the Designated Safeguarding Lead through 'drop-ins' that will take place.
- Staff will be provided with support and training in the delivery of 'live' lessons, with the most effective practice being routinely shared, so that the quality of 'live' lessons continues to develop and improve.

## **5. Use of Live Streamed or Pre-recorded Resources from Other Providers**

5.1 Whilst the use of live streamed lessons from other providers should not be necessary, there may be occasions where it is relevant to use. Accessing content from other providers may also be appropriate to supplement lessons.

5.2 In using resources from other providers, staff will:

- Only use content from providers who have a specific and up-to-date child protection policy in line with DfE guidance.
- Liaise with a member of SLT to gain consent that a live stream can be used so that it can be confirmed that:
  - the member of staff will join any 'live' sessions so they can monitor the content and the interactions/behaviour of the students as they would within a College environment;
  - the platform being used is safe and appropriate, with live chat managed and/or moderated;
  - appropriate checks can be made to ensure any staff delivering the content are suitable.
- Ensure that the content is quality assured to check that it is safe, suitable and appropriate.

## **6. 'Live' Session Protocols**

6.1 There will be times when it is necessary to hold 1:1 sessions with students, for example to discuss UCAS applications; to discuss pathways choices; to offer feedback on coursework; to provide pastoral support; to provide support for students with special educational needs and disabilities.

6.2 The following protocols will be applied:

- If a session does not require confidentiality, then it will be recommended that two adults are present if possible. Alternatively, a parent/carer may be invited to join the meeting or stay in the room with the student whilst the session takes place.
- This will not be possible in all circumstances, or if particularly sensitive conversations, for example to provide pastoral care, counselling etc are taking place. If this is the case, the session should:
  - be approved by a member of SLT;
  - be auditable e.g. the member of staff logs time, date and attendance;
  - only take place using College provided equipment, platforms and accounts.
- Where 1:1 sessions take place with external agencies, the lead member of staff will ensure that the agency has been approved by the SLT, meaning that this agency has protocols in place for the delivery of 'live' sessions, including a child protection policy that meets DfE requirements.

## **7. Policies for Students and Parents and Carers**

7.1 Students and their parents and carers will be routinely reminded of procedures and expectations for remote learning and safeguarding during periods of Remote Learning. Where relevant, appropriate training and information will be provided. The key policies and procedures are:

- Covid-19 Safeguarding and Child Protection Addendum
- Behaviour for Learning, including Anti-Bullying Policy
- Remote Education Policy and Procedures
- IT Acceptable Use Policy (AUP)
- Data Protection Policy, including GDPR

## **8. Student or Parent or Carer Reporting of Concerns**

8.1 Where a student or parent or carer has any concerns during a period of Remote Education they should:

- Report any safeguarding concerns to the Designated Safeguarding Lead (DSL) without delay. Contact details can be accessed in the Safeguarding and Child Protection Policy on the College's website.
- Report any inappropriate student behaviour via the [mail@latimer.org.uk](mailto:mail@latimer.org.uk) email address.
- Report any concerns about a member of staff to the Principal.
- Where appropriate, contact external online safety reporting mechanisms, for example Childline, CEOP, IWF, Report Harmful Content etc.

## **9. Delivery of Remote Education: Technical Protocols for Students**

9.1 Where students are being asked to learn remotely at home, the College will ensure they can access remote education safely by:

- Ensuring that the appropriate filtering is in place for any devices that are loaned to students during the period of remote education.
- Ensuring that devices that have been donated have been completely wiped and are clear of any old files, apps and data before being issued to students.
- Ensuring that students and their parents and carers are informed of the websites and apps that students will be asked to use.
- Ensuring that students are only asked to access the system using their College accounts.
- Requesting that parents and carers supervise their children whilst accessing the internet and ensuring that suitable parental controls are on any home devices that are used.
- Providing training on accessing Microsoft 'Teams' and other applications and how to use them safely and effectively.
- Ensuring that parents and carers and others in the household do not participate in 'live' lessons.

## **10. Protocols for Student Participation in 'Live' Lessons**

10.1 In order to ensure that 'live' lessons are purposeful and lead to effective learning:

- Students must attend all scheduled 'live' lessons and parents and carers will be informed of when these are taking place and ensure that their child attends.
- Where a child is unable to attend due to illness, parents and carers will notify the College using the normal absence reporting processes.
- Students and their parents and carers will be informed that all lessons are recorded.
- Parents and carers must ensure that their child does not share the recordings with anyone outside of the organisation.
- Students should be suitably dressed for 'live' sessions, with an appropriate background on their screens. enabling background blurring tools where relevant.
- Students should be in a suitable learning environment so that they can focus on their 'live' lessons, for example, mobile phones should be switched off until they are asked to be used by the teacher; televisions and radios in the house should not be in the background; students should be sat at a table if possible.
- Students should join a 'live' lesson with their cameras switched off and their microphones muted. Where appropriate, they will be invited by the class teacher to contribute to the lesson through a combination of methods such as: making a verbal contribution by unmuting their microphones; using the 'hands up; function; using the 'chat' function' or accessing a 'breakout room'.
- Students must adhere to the College's Behaviour for Learning, including Anti-Bullying Policy:
  - where a student displays behaviour that meets the College's expectations, praise and reward will be offered;

- where a student displays behaviour that does not meet the College's expectations, the B4L system will be applied, the negative behaviour logged on the College's system and the class teacher will make contact with the parents and carers;
  - where a student routinely displays behaviour that does not meet the College's expectations they may be denied access to 'live' lessons for a specific period of time, with alternative independent learning being provided.
- Students should not access the 'chat function' outside of lesson time.

## **11. Policy and Procedures Review**

11.1 As this is an ever changing situation, the policy and procedures will be under constant review and will be updated routinely.

11.2 All updates will be shared with the relevant stakeholders.