

*'Be the best that we can be'*

Remote Education encompasses any learning that happens outside of the learning, where the teacher is not present in the same location as the pupils. Our prime approach to Remote Learning is via live lessons streamed using Microsoft Teams. *Please refer to our Remote Education Policy for more information.*

**Online Safety measures:**

- Microsoft Teams is a 'secure' platform and cannot be assessed by other participants who are not in the group.
- Teachers take a log of all sessions that take place, including the time and the participants who are online.
- All 1:1 sessions will have permission from parents/ carers via an online form and the parent/ carer must be present.
- Children and adults, including others in the home, must be wearing suitable clothing. We ask that children wear their school uniform.
- Parents/ carers, nor any others in the home, should engage in conversations with anyone on the call other than the child they are supporting in their own home.
- Teachers will only use agreed platforms as outlined in our Remote Education guidance for parents/ carers published on our school website.
- Pupils and staff working from home should be learning in a shared space in the household- kitchen, dining or living area.
- All sessions are recorded for safeguarding purposes.

**Live stream/ online expectations and acceptable behaviour:**

- Children will be placed into a lobby before the session starts; only a member of school staff can start a session.
- All cameras must be always switched on to ensure that the participant can be seen. This is for safeguarding purposes to ensure that only members of the class are part of the session. Should a camera remain turned off then the participant must be removed from the session as we cannot be sure who is able to view
- The hands-up function should be used when children would like to speak, children should remain muted until they are invited by teacher to unmute their microphone.
- The chat must only be used in relation to the learning taking place in the session.

**How will unacceptable behaviour/ actions be followed up?**

- Any incidents that are deemed to be unacceptable or of concern will be raised to the Senior Leadership Team and logged on our school reporting system, CPOMS. Parents will be informed if children are learning at home and, if age appropriate, a phone conversation with the child may take place.
- Cyber bullying is a safeguarding incident and therefore, the designated safeguarding officer must be alerted (Mrs Downes, Miss Quarumby, Mrs Stout). All incidents/ allegations will be followed up by phone call/ virtual meeting/ letter home.
- Phrases and language used in schools will continue to be used, such as **'Is there a problem?'**, to support children's understanding. Children will be given a reminder about expectations and School Values. If not adhered to, adult will send a message to the parent. If this continues, Phase Leader to contact parents and hold a meeting with class teacher, parent and child.

*Important documents in relation to this guidance: Safeguarding and Child Protection COVID addendum; Remote Education Policy, Acceptable Use Policy, Guidance to Safer Working Practice and Positive Behaviour Policy*

**Whitkirk Primary School, January 2021**