

It is envisaged that the use of video-conferencing sessions will primarily involve Microsoft TEAMS. This can be used for 1:1 student support, class sessions and pastoral check-ins.

In order to create a safe environment for pupils and staff when taking part in a videoconferencing session, the following considerations must be observed:

1. Parents must give their consent and agree to the terms listed in the CODE OF CONDUCT form. The parent must remain with the child at all times, allowing the child to do all of the talking and engaging with the teacher. If the teacher speaks directly to the parent, then they must respond.
2. Parents must agree to have their email address visible to the other parents in the class to perform the TEAMS class conference.
3. Teachers must familiarise themselves with the functions of Microsoft TEAMS, including the privacy and mute settings.
4. All sessions should be recorded if there is no other member of staff in the room. All recordings need to be saved in the shared area folder/ [remote learning2021]/ and in your class folder. These will then be deleted when the lockdown ends.
5. All video-conferencing sessions should take place within school hours (09.30 - 2:30) and must be hosted and supervised by the teacher at all times.
6. Any video-conferencing session should have a minimum of three participants. This should be the teacher, pupil, and supervising parent/carer (who could be in the background not necessarily sitting next to the child).
7. When a video conference finishes, pupils should exit TEAMS first and the teacher should close the session once complete.
8. Teachers should outline their expectations during the first video-conferencing session. Subsequent sessions should include a brief reminder of the expectations and rules that keep pupils and staff safe online.
9. Video conference sessions should be scheduled on TEAMS at least 48 hours in advance. Parents will receive notification of this via an email.

10. Video conferences should be held from an environment that is communal, safe and free from distractions. Children should **not** be in their bedroom for the call. Use a space downstairs, preferably in front of a blank wall. Televisions and other devices should be switched off during the call.
11. Teachers must ensure that pupils are muted to ensure that there is no disruption unless asked by the teacher to discuss or speak. They can use the hand up button or put their hands up.
12. If is disruptive behaviour/ inappropriate language the teacher must address this and explain that they will no longer be a part of the video conferencing if they do so again.
13. Teachers must be professionally dressed and pupils should be dressed appropriately. If you are working from home blur out or change the background so that your house cannot be seen. Also, your family and pets must not be seen in the video.
14. Teachers should keep a record of attendance for each video-conferencing session, using the school's record of intervention paperwork.
15. Teachers should communicate any inappropriate behaviour or any interactions that are not conducive to learning to a member of the senior leadership team and record using CPOMS. Any safeguarding concerns need to be raised immediately with a safeguarding officer in school.

APPENDIX:

Letter to parents and pupils re Online Code of Conduct:-

Online Lessons and Video Calls

Dear Parents, Carers and Pupils.

We are now using Teams, email and video to deliver lessons and to contact parents and pupils for catch-up meetings/ conversations. It is important that we all are comfortable with this and know how to use Teams or video sensibly. This is for everyone's safety and well-being.

Parents/ Carers

- Please make sure that you are comfortable with your email address being used as part of the Teams class meeting group.
- Please make sure that you are with your child when they are online. You do not need to be on the camera but it would be helpful if you could acknowledge your presence so that we know that you are there.
- Ideally you should use a main social space in your house such as lounge or kitchen. Please try not to use your child's bedroom.
- Please make sure that your child is dressed appropriately for the lessons. They do not have to wear uniform but should not be in pyjamas or wearing tops with inappropriate slogans or messages.
- As the pupils are sharing the visual classroom we need to make sure that all comments and behaviour are appropriate. If a pupil behaves in a way that makes other pupils, parents or the teacher uncomfortable then they will be asked to leave the lesson and we will review their use of the lessons.
- Please contact your class teacher if you are uncomfortable or have any problems.

Pupils.

- Please remember to mute your microphone when the class teacher or another pupil is talking.
- Please try to be very sensible in the virtual classroom. If you make silly comments, or make your friends in class uncomfortable, then you may not be able to join in.
- Please make sure that you are joining the lesson to learn. We know that it is exciting to see your friends on camera but try not to distract them.
- Please make sure that your parents know that you are online.
- Please make sure that you are dressed for the lessons. Do not wear your pyjamas or inappropriate tops.