

SMAB PROTOCOLS IN RELATION TO REMOTE LEARNING FOR DISTRIBUTION TO STAFF, PUPILS AND PARENTS



Protocols

It is important that we have a clear set of protocols for digital teaching and communication to safeguard everyone and to ensure the most useful and safest experience. Below is a short, but important, set of protocols that **MUST** be followed at all times.

Staff:

1. Teachers will only use their school Teams account
2. Only Teams sessions should be used – no other platform e.g. Zoom
3. Teachers will be in a suitable workspace (if at home, e.g. not the bedroom) with minimal background in view
4. Teachers will be appropriately dressed, although work wear is not essential
5. Teachers/teaching assistants holding a 1 to 1 session will record the Team session and remind pupils at the beginning of the session that they are being recorded
6. Wherever possible, teachers will attend Team sessions with another member of staff so that they are not alone in the meeting
7. Teachers/teaching assistants will remain mindful of the level 1 safeguarding training (Keeping Children Safe in Education)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836144/Keeping_children_safe_in_education_part_1_2019.pdf
8. Any Teams extensions must not be downloaded unless authorised by the computing lead or IT technician

Pupils:

1. Pupils will receive their Teams session via the calendar – they should not share this with anyone
2. Pupils should be dressed appropriately although school wear is not necessary
3. Pupils should remember that they might be recorded and so should be aware of what they are typing and saying. Anything inappropriate behaviour or language will be dealt with in line with school policy
4. Pupils should mute themselves when entering the session and when asked to do so by the teacher. Cameras need to be on
5. Pupils should not message each other when the teacher is speaking
6. Pupils should be seated at a desk or table with a neutral backdrop whenever possible
7. In some instances pupils will be sent a recording of the lesson as some pupils may have had difficulty accessing the lesson or the live lesson may be place of a pre-recorded one. Pupils can view this lesson but it should not be forwarded to anyone else, within or outside School
8. Where adults are supporting younger children, they should remain out of view of the camera
9. Pupils will log out of Teams at the end of a session/day.

Parents

1. Parents must not appear on their child's screen
2. Parents must not orally contribute to the class lesson or use the "session" as a platform to advertise social arrangements