

## **Remote/Online and Home-Learning**

### ***This remote learning guidance aims to:***

- Ensure consistency in the school's approach to remote learning
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection
- Provide appropriate guidelines for students and parents where needed

### **The following guidance should be followed when working with students remotely.**

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report any such incident to a senior manager. This is as relevant in the online world as it is in the classroom; staff engaging with pupils and / or parents online have a responsibility to model safe practice at all times.

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake; this also applies to online or virtual teaching. Students will also sign an agreement to present a suitable dress code when on-line learning.

To safeguard both pupils and adults, a risk assessment in relation to the specific nature and implications of one to one work should always be undertaken. This can be found in the form of a learning agreement at the end of this guidance.

**We have reviewed our online safety and acceptable use policies and amended these where necessary, ensuring that all staff involved in virtual teaching or the use of technology to contact pupils are briefed on best practice.**

Our platform for learning (FireFly) meets all data, e-safety and safeguarding requirements and has been approved to be used by Everton Football Club. Filtering and monitoring software has been enabled.

In providing virtual or online learning for pupils, senior leaders have taken into account issues such as accessibility within the family home, the mental health and wellbeing of children, including screen time, the potential for inappropriate behaviour by staff or pupils, staff access to the technology required, etc.

Virtual lessons should be timetabled and senior staff, DSL and / or heads of department should be able to drop in-to any virtual lesson at any time – the online version of entering a classroom.

To facilitate this learning students and parents will be asked to read and sign the agreement below. Within the on-line learning agreement we will:

- clearly define operating times for virtual learning
- consider the impact that virtual teaching may have on children and their parents/ carers / siblings

- agree to only record a lesson or online meeting with a pupil where this has been agreed with the head teacher or other senior staff, and the pupil and their parent/carer have given explicit written consent to do so
- determine whether there are alternatives to virtual teaching in 'real time' – e.g., using audio only, pre-recorded lessons
- take into account any advice published by the local authority, MAP or their online safety / monitoring software provider
- ensure staff and students be suitably fully dressed
- ensure that a senior member of staff is aware that the online lesson / meeting is taking place and for what purpose
- avoid one to one situations where possible – request that a parent is present in the room for the duration, or ask a colleague or member of SLT to join the session.
- tutorials may at times need to be conducted. This is with prior consent from parents, where possible and adult should be in the room with the student, the teacher should be in an open space and SLT are fully aware that this meeting is taking place
- think about the background; photos, artwork, identifying features, mirrors – ideally the backing should be blurred
- state that staff and pupils should be in living / communal areas – no bedrooms
- ensure staff and pupils should be fully dressed
- ensure resources / videos must be age appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content
- take responsibility to act as a moderator; raise any issues of suitability (of dress, setting, behaviour) with the child and / or parent immediately and end the online interaction if necessary
- Bear in mind that recording lessons does not prevent abuse. If staff wish to record the lesson they are teaching, consideration should be given to data protection issues, whether parental / pupil consent is needed and retention / storage.
- If a staff member believes that a child or parent is recording the interaction, the lesson should be ended or that child should be logged out immediately. Staff, parent and pupil AUPs should clearly state the standards of conduct required.
- If staff need to contact a pupil or parent by phone and do not have access to a work phone, they should discuss this with a senior member of staff and, if there is no alternative, always use 'caller withheld' to ensure the pupil / parent is not able to identify the staff member's personal contact details.
- be able to justify images of pupils in our possession
- not contact pupils outside the operating times defined by senior leaders
- not take or record images of pupils for their personal use
- not record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior staff)
- never engage online while children are in a state of undress or semi-undress

## Guidelines for students and parents for on-line Learning and 1-1 Tutorials

The aim of this Learning Agreement is to ensure that students are aware of the guidelines that need to be followed during on-line virtual and remote learning sessions and 1-1 tutorials.

Tutors will also adhere to this agreement and ask that students are following these guidelines before beginning a 'live' session:

- Students should ensure that they are somewhere that is visible to be seen by someone else in the household, this may mean leaving doors open to the room that they are working in.
- A communal area should be used if feasible. Learning should not take place from a student's bedroom.
- Suitable professional clothing or sports uniform should be worn.
- Meetings will be held via Zoom or Microsoft teams. These sessions can be audio or video lessons. Notice for these lessons will be given and from September timetabled within college hours.
- Normal working hours for on-line tutorials and lessons will be:  
*Monday – Friday, 9:00am – 2:30pm.*  
Feedback and contact with students will be within normal working hours unless it is deemed to be urgent (for example, change of arrangements).

Times for tutorials/lessons will be arranged via the student's college email address or on our learning platform Firefly only. An email and text message will also be sent to the student's parents/carers to confirm the time. Parents are welcome and encouraged to sit on the 1-1 sessions.

- Parents will be informed of any 1-1 tutorials prior to them taking place via email and text. As stated above, parents will be contacted prior to these happening to seek permission and consent is asked for in the form of signing this learning agreement for these to take place.
- Students will be asked, before their session, for permission to proceed.
- Tutors will record all meeting audios and will advise the student of this before each meeting begins. The audio/video recording will be kept on the student's school file, this is to ensure that 1-1 tutorials and lessons are carried out safely.
- Information, if deemed necessary, will be given to the head of the department, head of the college and the head of safeguarding.

**Student Consent:**

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Name:	Date:
Course and Year Group:	Site Studied:

I have read the agreement and agree to the learning arrangements which are in place to facilitate remote and on-line learning.

Signed:

**Parent/Carer Consent:**

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Name:	Date:
Son/Daughter	
Contact Number for Text Alerts	

I have read the agreement and agree to the learning arrangements which are in place to facilitate remote and on-line learning.

I understand that lessons will be recorded.

I understand the need at times for 1-1 tutorials to take place and give my consent for these to be conducted where necessary.

Signed: