ONLINE LIVE SESSION GUIDELINES

These guidelines are intended for any participants - staff, parents and pupils - in online sessions during a remote teaching period. They are designed to keep all of the participants safe and maintain an encouraging learning environment.

- The staff will use Google Meet, with links shared via Google Classroom
- Live sessions will take place within school hours; 9.00 am - 3:30pm.
- The teacher must open and end the session. All pupils must have disconnected from the call before the teacher does so, to ensure pupils don't stay online unsupervised by the teacher.
- For safeguarding reasons, all live sessions will be recorded by the teacher. This recording will only be seen, when necessary, by the Head of School and Class Teacher. The recording will be kept for 3 months, then deleted.
- The gridview setting will be used as it allows the teacher to see all the participants on one screen.
- Teachers will not meet pupils in a 1:1 setting. If a 1:1 meeting is necessary, a second staff member will also be present or the child's parent/ carer.
- Parents or carers must be in close proximity to their children, to supervise them during the online session.
- Parents should not use the live sessions to communicate with the teacher - agreed means of communication should be maintained (email and private comments within assignments).
- All participants will follow the school's Behaviour Policy and annex to the Behaviour Policy.
- Teachers will set clear guidelines at the beginning of the sessions, making clear how and when pupils can speak and how they will ask any questions.
- Pupils should mute their microphone when it is not their turn to speak.
- Pupils must not use the 'chat' feed for personal discussions. This chat feed should only be used by the teacher or by a pupil who wishes to say something and cannot be seen by the teacher, to ask if they may have a turn to speak.
- Pupils should wear appropriate clothing - no pyjamas.
- Pupils should not be eating or drinking during the tutorials.
- Participants should consider the background of their image; a neutral background should be used.
- Pupils should be in appropriate surroundings - no bedrooms or bathrooms.
- Image rights of all participants must be respected; any breach of this will be sanctioned. It is forbidden to record, screenshot, or use any other recording device to capture any images of the session.
- Access links should not be made public or shared by participants.
    - ➔ Learners and/or parents/carers should not forward or share access links.
    - ➔ If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
- Teachers and pupils will not disclose unnecessary personal information that would not otherwise be shared at school.
- If any stakeholders - teachers, pupils or parents - have any safeguarding concerns relating to anything that occurs during a live session, these should be reported to the DSL (Mrs Kelleher) immediately.