



Protocol for Staff Delivering Live Online Lessons

The following protocol is to ensure that staff are safe during live lessons. Live lessons are to be broadcast using Microsoft Teams and staffs work emails rather than personal emails. Please ensure that there are always two staff members present (either in person or virtually) when working with children online. All live lessons must be delivered during school hours.

During Live Lessons, staff must ensure that:

- There is a neutral background and/or a filter is used to blur backgrounds.
- They are dressed appropriately and professionally.
- Appropriate language is used in both live conversations and 'Group Chats'.
- Children understand online protocol and consider using visual cues such as 'microphone on' or 'hand up' to ensure a smoother lesson.
- The Staff Code of Conduct is maintained.
- They are mindful of background noise and/or other adults/children in your house.
- They are mindful of where children are accessing the live lesson from, ensuring they are in an appropriate room of the house.
- Lessons are kept to an appropriate amount of time.
- Children are reminded about who they can report a situation to if something is troubling them.
- They consider how many children log in, smaller groups may be more manageable.

Safeguarding

- Do not share information with children during live lessons – for example reminding children of their log in details. Text or email the parents after the session.
- Do not screenshot inappropriate behaviour. Immediately report inappropriate behaviour to SLT and log on CPOMs
- Remove learners who share something inappropriate from the session and report immediately to SLT and log on CPOMs.

Marking and Feedback

Children may engage in verbal tasks or written tasks which can be held up to the camera. Verbal feedback will be given throughout the session which will always be encouraging and positive.

Rewards

Children will receive one house point for work completed in the morning session and one house point for work completed for the afternoon session. The winning house will be announced by Mrs Brookes on a Friday. The school will also be awarding 'Stars of the Week' for children who have particularly impressed their class team which is shared on the school 'FaceBook' page on Fridays. Mrs Williams will be announcing the name of the class with the highest engagement in Remote Learning on Mondays.