

Online Learning Protocol

**Glasshouses
School**

January 2021

At Glasshouses School, safeguarding is always a priority. This is still the case for remote learning. These protocols have been designed to keep everyone safe when participating in live lessons.

School Procedures:

1. The lesson will be scheduled by the member of staff.
2. The school will arrange the date and times of the session and these will be shared by the member of staff leading the session. Line managers may be added to session.
3. Class teachers will use the 'mute' function at times during the session to allow everyone to hear/be heard.
4. Pupils should use the text function to show they want to ask a question.
5. The session will be a maximum of 30 minutes long.
6. If the member of staff has any concerns regarding safeguarding they will inform the Designated Safeguarding Lead.
7. If the member of staff has any concerns regarding behaviour, they will remind the pupil how to behave. If the behaviour continues, the member of staff may decide to end the session. The member of staff will speak to the parent to discuss behaviour.
8. Sessions may be recorded by the school.
9. The member of staff will stay in the session until everyone has 'logged off'.
10. There should never be a situation where a session takes place on a 1 to 1 basis with one teacher and pupil without another adult present.

Pupil Protocols:

1. All pupils must ensure that they are wearing suitable clothing (e.g. not pyjamas).
2. We ask that all children engage in sessions to the best of their ability.
3. Pupils must adhere to the school's usual behavioural expectations.
4. It is the pupils' responsibility to ensure they attend all scheduled sessions on time.
5. Pupils must sign in using their school account.
6. Pupils will follow the teacher's directions as to when their cameras should be on.
7. No sessions are to be recorded or photographed by pupils in any way.

8. Pupils should mute their microphone until asked to speak.
9. The text function should only be used to ask and answer questions and discuss the work, not for general chat.

Parent/Carer Protocols:

1. Organise your child to be in a quiet room/area for the session to reduce background noise and allow them to focus.
2. Consider the background where your child is sitting, ideally ensure it is plain and blank. It should not include any personal information (e.g. photos).
3. Face to face sessions are for pupils and teachers only. All parent/teacher communication should be via the usual procedures.
4. Parents/Carers may not record, share or comment on public forums about individual teachers.
5. An appropriate adult must remain responsible for monitoring and supervising any remote learning sessions to ensure the child is safe and using it appropriately.