

# **Children's Support Service**

# **Remote Teaching and Learning**

## **Policy**

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Created 24<sup>th</sup> April 2019

Approved by the Management Committee on 1 July 2020

## 1. Purpose

This policy outlines how the Children's Support Service uses Microsoft Office 365 for Remote Teaching and Learning to provide or extend the educational provision of identified pupils.

Safeguarding both pupils and staff must be the priority when undertaking any form of remote contact with pupils or parents. The same rigour and attention must be given to these sessions as you would with any face to face session within the school. Any safeguarding concerns must be reported as normal following the schools safeguarding reporting procedures. (See safeguarding and child protection policy for full details of reporting a concern.)

It is each individual responsibility to follow the procedure regarding the use of the activities below and report any concerns to Safeguarding Lead. It is the responsibility of the Heads of Centre or Reintegration Team Lead to regularly monitor the activities below to ensure they are being used in accordance with this policy, to protect, staff, pupils and parents.

This guidance applies to all areas of the Office 365 environment including but not limited to emails, live and recorded video sessions and the chat facility and takes into account the advice and guidance from the DFE.

[Safeguarding and remote education during Coronavirus](#)

[Remote education for schools during Coronavirus](#)

## 2. Expectations of Staff

Microsoft Teams and the Office 365 environment will be the single hub for all Remote Learning interactions. Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team)

Staff must ensure that online tuition follows best practice and is in-line with the School's Safeguarding Policy. If the member of staff hosting the online session sees or hears something worrying, this should be recorded on My Concern or reported to their safeguarding lead.

Staff must only use **Children's Support Service** managed Microsoft accounts for communication with students and/or parents/carers. **The use of personal accounts is not permitted.**

Staff must record all online lessons and conversations with parents and students for safeguarding purposes. All participants need to be made aware of this and have signed the AUP relevant to Remote teaching. Recorded lessons will be kept for 190 days, or if a situation occurs, in line with CSS Safeguarding Policy.

### Acceptable Use

- Staff should maintain professional practice and boundaries.
- Meetings should be held within extended school hours only e.g 8:00am – 5:00pm
- **Parents or other responsible family members who are present, should be acknowledged at the start of the session.**
- Safeguarding concerns should be reported immediately following CSS procedures.
- Photographs of individuals are personal data, therefore screenshots of other members of the online learning environment cannot be taken and cannot be used unless consent is given.
- All staff members delivering the virtual lessons, must make sure that they log out at the end of the session.

**Meetings should maintain the guidance set out in the staff code of conduct.**

- Language should remain professional, including that of any family members who may be audible (if conferencing from home).
- Conversations of a sensitive or confidential nature should NOT be audible by other members in the household (if conferencing from home).
- Screen sharing is permitted by the member of staff delivering the session, as this will allow them to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class.
- Dress Code should be professional (see below)
- If conferencing from home, the background screen should be blurred.
- Novelty backgrounds should not be used in professional meetings.
- Staff should treat any attendance on a video conference in the same way as a face to face, professional meeting. This includes:
  - No smoking (including e-cigarettes) on screen.
  - No alcohol.
  - No swearing.
  - Smart dress.

Dress should reflect the onsite dress code and be smart and professional, in such that it:

- is not likely to be viewed as offensive, overly revealing, or sexually provocative e.g no bare shoulders
- does not distract, cause embarrassment, or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans and not be discriminatory and or culturally insensitive

### 3. Expectations of Students

Microsoft Teams and the Office 365 environment will be the single hub for all Remote Learning interactions. Teams Meetings allow teachers to host video and audio calls and automatically invite members of their classes (pupils join by clicking the relevant meeting invite in the correct Class Team)

Students must only use **Children's Support Service** managed Microsoft accounts for communication with students and/or parents/carers. The use of personal accounts is not permitted.

Parents and Students need to be aware that online lessons and conversations will be recorded for safeguarding purposes. All participants need to be made aware of this and have signed the AUP relevant to Remote teaching. Recorded lessons will be kept for 190 days, or if a situation occurs, in line with CSS Safeguarding Policy.

#### Acceptable Use

**At the start of the session, a responsible adult must make themselves known and be available for the duration of the lesson.**

Student should:

- Only use **Children's Support Service** managed Microsoft accounts for communication with any member of staff. The use of personal accounts is not permitted.
- Conference call in a neutral area where nothing personal or inappropriate can be seen or heard in the background and students should be in a suitable public location, such as kitchen or living room and not in the bedroom.
- Be appropriately dressed, smart casual and no bare flesh.
- Must be reminded that photographs of individuals are personal data, therefore screenshots of other members of the online learning environment cannot be taken and cannot be used unless consent is given.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Always remain aware that they are visible.
- Dress appropriately; smart casual and no bare flesh.

- Remember that photographs of individuals are personal data, so screenshots of other members of the online learning environment cannot be taken and cannot be used unless consent is given
- Must use appropriate language – this includes others in the background.
- Maintain the standard of behaviour expected in school.
- Use only the necessary equipment and computer programs as intended.
- Remember that, consent to having a camera on, enables visibility, so appropriate behaviour must be maintained.
- Be aware that the live class or meeting with parents will be recorded and backed up for safeguarding purposes.

Screen sharing is also permitted by the pupil, to showcase the progress of their work and with permission of the teacher delivering the session.

Students can choose not to open their camera if that is their choice.

#### 4. Data Protection

This section of the policy will be enacted in conjunction with the school's GDPR Data Protection Policy.

- Staff members will be responsible for adhering to the GDPR when teaching remotely and will ensure the confidentiality and integrity of their devices at all times. Any personal data used by staff and captured by Microsoft Office 365 when delivering remote learning will be processed and stored with appropriate consent and in accordance with our [privacy policy](#).
- Sensitive data will only be transferred between devices if it is necessary to do so for the purpose of remote learning and teaching.
- Parents' and pupils' up-to-date contact details will be collected prior to the period of remote learning.
- All contact details will be stored in line with the GDPR Data Protection Policy.
- Staff will ensure that the live class is recorded and backed up elsewhere following CSS policy.
- Pupils are not permitted to let their family members or friends use any school owned equipment which contains personal data.
- Any breach of confidentiality will be dealt with in accordance with the school's normal policies.

## 5. Monitoring and review

This policy will be reviewed periodically during this lockdown period and amended in accordance with DFE Guidance and recommendations.

Any changes to this policy will be communicated to all members of staff and other stakeholders.

# **Remote Teaching and Learning**

## **Acceptable use Policy (AUP)**

### **for Staff**

All staff must agree to the policy guidelines below, before undertaking Remote learning sessions.

- Maintain your professional practice and boundaries
- Meetings should be held within extended school hours only e.g 8:00am – 5:00pm Maintain the guidance set out in the staff code of conduct
- Report any safeguarding concerns immediately following our current procedures.
- Must be aware that photographs of individuals are personal data, therefore screenshots of other members of the online learning environment cannot be taken and cannot be used unless consent is given.
- Language should remain professional, including that of any family members who may be audible (if conferencing from home).
- Acknowledge a parent or other responsible family member at the start of the session.
- Launch Teams and immediately blur or change background settings.
- Screen sharing is permitted by the member of staff delivering the session, as this will allow them to broadcast their screens and open documents during the Meeting calls for discussion and sharing with the class.
- Dress Code should be professional (see below)
- If conferencing from home, the background screen should be blurred.
- Novelty backgrounds should not be used in professional meetings.
- Staff should treat any attendance on a video conference in the same way as a face to face, professional meeting. This includes:
  - No smoking (including e-cigarettes) on screen.
  - No alcohol.
  - No swearing.

- Smart dress.

Dress should reflect the onsite dress code and be smart and professional, in such that it:

- is not likely to be viewed as offensive, overly revealing, or sexually provocative e.g no bare shoulders
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious logo and is not considered to be discriminatory and or culturally insensitive
- All staff members delivering the virtual lessons, must make sure that they log out at the end of the session.

**I have read and understood the Children's Support Service Acceptable Use Policy (AUP) for remote learning.**

Staff Member Name and Signature: .....

Date.....

# Remote Teaching and Learning Acceptable use Policy (AUP)

## for Parents/Carers and Students

All parents/carers and students must agree to the policy guidelines below, before undertaking Remote learning sessions.

- Must only use **Children's Support Service** managed Microsoft accounts for communication with any member of staff. The use of personal accounts is not permitted.
- **Should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background and students should be in a suitable public location, such as kitchen or living room and not in the bedroom.**
- Should be appropriately dressed, smart casual and no bare flesh.
- Must be reminded that photographs of individuals are personal data, therefore screenshots of other members of the online learning environment cannot be taken and cannot be used unless consent is given.
- Must use appropriate language – this includes others in their household.
- Should maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Always remain aware that they are visible.
- Students must be appropriately dressed, smart casual and no bare flesh.
- Must remember that photographs of individuals are personal data, so screenshots of other members of the online learning environment cannot be taken and cannot be used unless consent is given
- Must use appropriate language – this includes others in the background.
- Should maintain the standard of behaviour expected in school.
- Must only the necessary equipment and computer programs as intended.

- Must remember that, if you consent to having your camera on, you will always remain visible, so appropriate behaviour must be maintained.
- Be aware that the live class or meeting with parents will be recorded and backed up for safeguarding purposes.
- At the start of the session, a responsible adult must make themselves known and be available for the duration of the lesson.

**I have read and understood the Children's Support Service Acceptable Use Policy (AUP) for remote learning.**

Student Name and signature .....

Parent Name and signature.....

Date.....