

### **Remote Learning Staff Code of Conduct**

This code of conduct outlines what we expect of all staff during online sessions.

Much of this echoes our expectations of staff in lessons when in school and all of it is designed to help children gain the most benefit from online learning.

#### **Staff should:**

- Reinforce e-safety messages during lessons and when setting homework that requires access to the Internet.
- Ensure that learning is provided through Class Dojo and live teaching through Microsoft TEAMS where it is appropriate to do so.
- Ensure all parents and children are compliant with the code of conduct when remote learning/online learning.
- Encourage children to be critically aware of the content they access on-line and be guided to validate the accuracy of information, acknowledge the source of information used, avoid plagiarism and respect copyright.
- Be alert to possible peer-on-peer abuse. This could occur during online collaborative work in Microsoft Teams session. Teachers must control these sessions and report concerns. No additional unsupervised online collaborative work should be encouraged.
- Make sure that there is never a possibility of strangers having access to the screen.
- Understand that to ensure the safety of children and staff live lessons will be recorded and stored securely, so that if issues were to arise, the video can be reviewed.
- To ensure that Microsoft Teams is used to deliver live lessons. Children's email address will be shared and stored securely. This will ensure that all data is kept secure. (See GDPR Compliant Policy)
- To ensure that consent has been given for the live-streaming or recording of children and adults regarding images. If not then all cameras will be turned off and images not taken.
- When working from home and delivering lessons ensure that the background is blurred.
- Staff must remain professional at all times and wear the appropriate dress code.
- Ensure teaching hours are met during school day hours.
- That teaching one to one in school that another member of staff is also present in the room.

- Not work online with one pupil, unless it is specifically for oral exam practice, which has been authorised by parents and the Headteacher (Mrs Seabright) or the Deputy Headteacher (Mrs Griffin). In this case a parent must be at home and close by during the session, and must be aware that the conversation is taking place.
- Check thoroughly any pictures or video-clips that we want to share with pupils.
- Report immediately any concerns about online safety of pupils to one of the DSL's. Any such concerns should be dealt with as per our Safeguarding policy and where appropriate referrals should still be made to children's social care and as required by the police.

Staff should be aware of the UK Safer Internet Centre's professional online safety helpline, which provides support with any online safety issues which they may face:

<https://www.saferinternet.org.uk/helpline/professionals-online-safety-helpline>

Staff can also signpost children to age appropriate practical support from:

- Childline - for support <https://www.childline.org.uk>
- UK Safer Internet Centre - to report and remove harmful online content <https://www.saferinternet.org.uk>
- CEOP - for advice on making a report about online abuse <https://www.ceop.police.uk/safety-centre/>

## **SEN pupils**

We are aware that SEN children are particularly vulnerable and need additional support during this period of school closure, both in terms of staying safe online and accessing education successfully. The SENCo will provide particular guidance for these pupils.

## **Mental health**

Teachers are aware that temporary school closure and distance learning can affect the mental health of pupils and their parents. Teachers should take this into account in setting expectations of pupils' work when they are at home and raise concern if they suspect, from a child's behaviour or emotional state during online lessons, that there may be underlying mental health issues. Subject teachers should contact a child's tutor in the first instance who can investigate and then escalate to the DSL if appropriate.

If a senior school pupil approaches a teacher with a pastoral concern, the teacher should contact the child's tutor, as would normally happen in school.

## **Data protection**

Under GDPR all online content from a pupil is personal data and subject to the provisions under the Data Protection Act.

- All staff should maintain the security of computerised databases of information on individual pupils.
- The names, email addresses and phone numbers of parents and students are personal data; therefore only relevant people should have access, and the information should only be kept for as long as it is required.
- Student data should not be kept on the private devices of staff.

### **Monitoring**

- Senior Managers will check to ensure that lessons are taking place at the appropriate times.
- Senior Managers will 'drop in' to online lessons randomly and in response to any concerns raised.
- Senior Managers will assess parental feedback from questionnaires regarding types of distance learning and adjust provision accordingly.
- In the event of teacher misconduct, we should make a referral to the Teaching Regulation Agency, by emailing [misconduct.teacher@education.gov.uk](mailto:misconduct.teacher@education.gov.uk), in line with paragraph 166 of KCSIE.

### **Keeping Vulnerable children and children of key workers safe in school**

Appropriate regard to KCSIE and our safeguarding policy is essential when caring for vulnerable children and children of critical workers in school.

- The children must be looked after at all times by regulated members of staff. Under no circumstance should a volunteer who has not been checked in line with paragraphs 167 and 172 of KCSIE be left unsupervised or allowed to work in regulated activity.
- It is essential that on any given day we know which staff/volunteers will be in school and that appropriate checks have been carried out.
- The DSL is available at all times.
- The daily online attendance form, introduced by the DfE, is completed for vulnerable children of children of critical workers who are attending school.
- Any pastoral concerns should be raised with the child's teacher/tutor who should deal with it in the normal way, by contacting parents whenever possible;
- Any safeguarding concerns should be addressed to the DSL or deputies, who will follow the protocols explained in the Safeguarding policy.

- Safer recruitment policy rules apply in accordance with KCSIE, with reference to the appointment of new staff, maintenance of the SCR and our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child.

