LEARNING AT HOME and ONLINE MEETINGS POLICY

Our Vision
Nurture – Inspire - Thrive

Our Mission
Valuing and developing the potential in everyone

In support of the Enable Trust
Vision
Achieving More Together
Mission:
Working together passionately to achieve the best outcomes
for our SEND children and young people

Reviewed by:	Sarah Holt
Review date:	January 2023
Ratified by:	Local Governing Body
Ratification Date:	26/01/2023
Review Frequency: *Annual, Bi-Annual* (Subject to Academy Trust or national policy change)	Bi-annual
Review Date:	January 2025
Related Policies:	Acceptable Use Agreement; Online Safety Policy
Chair of Trust/Governor Signature:	*G.H.Edgington*
Equalities Impact Assessment date:	

Video conferencing sessions enable teachers, pupils, parents and professionals to connect when and if on-site learning at Culverhill School is postponed. The platform that should be used for all video conferencing sessions is Microsoft Teams.

It is envisaged that the use of video-conferencing sessions will continue to evolve. Currently Microsoft Teams is used for: Teaching and class discussion - review and feedback, EHCP review meetings, professional meetings.

In order to create a safe environment for pupils and staff when taking part in a video conferencing session, the following considerations must be observed:

- Parents must give their consent in advance (via SeeSaw message). Without this consent, pupils cannot participate in a video-conferencing session.
- Teachers must familiarise themselves with the functions of Microsoft Teams, including the privacy and mute settings.
- All video-conferencing sessions, with pupils, should take place within school hours (09:00 - 15:30) and must be hosted and supervised by the teacher at all times.
- Any video-conferencing session should have a minimum of three participants. For an example, this could be teacher, pupil, and supervising parent/carer.
- During the session, the interaction should be between teacher and pupils only, just as it would be on school premises. Parents/carers may only interact with their child during the video conference.
- Teachers should consider and be sensitive to the needs of individuals and to any pupils who may be sensitive to certain topics or issues that may arise during video-conferencing sessions. For example PSHE lessons or R.E.
- When a video conference finishes, pupils should exit Microsoft Teams first and the teacher should close the session once complete.
- Teachers should outline their expectations during the first video-conferencing session. Subsequent sessions should include a brief reminder of the expectations and rules that keep pupils and staff safe online.
- Video conference session links should be scheduled through email or SeeSaw at least 24 hours in advance.
- Video conferences should be held from an environment that is communal, safe and free from distractions.
- Teachers must be professionally dressed and pupils should be dressed appropriately. It is expected that parents/carers are also appropriately dressed for these video-conference lessons. Dress and general appearance should not incite, intimidate, break Health & Safety regulations or impede the ability to carry out our professional roles.
- Teachers should keep a record of attendance for each video-conferencing session.
- Teachers should communicate any inappropriate behaviour or any interactions that are not conducive to learning to the Sally Clark (DSL), Sue Hewitt (Head teacher) or Chris Walker (Deputy Head Teacher).

- Teachers should record Microsoft Teams meetings so that should any safeguarding or other unforeseen issues arise the footage can be reviewed. Parents will need to agree to this before the meeting takes place.

Expectations Checklist

It is important to agree the expectations of all online interactions and ensure that Parents, Children and staff understand and adhere to them. The online video lesson is the responsibility of the teacher to enforce expectations, should any of these expectations not be fulfilled the online session must close immediately and the incident reported to Chris Walker (Headteacher)/ Sarah Holt (Deputy Headteacher), Sally Clark (DSL) and Kerry Hiscock (Online Safety Lead).

- The safeguarding of pupils is paramount and takes precedence over all
- Identify a suitable environment for the call. Do not allow online lessons with video to take place from yours or the child's bedroom.
- Appropriate clothing for all participants
- No personal items visible in the background
- Distractions and disturbances minimised
- Using a headset or headphones
- Cameras optional, but preferred
- Adherence of all to relevant behaviour and conduct policies
- Maintain a central register of all video calls and contact this should include the link to the call
- Adherence to the pre-agreed expectations for the recording of sessions
- Capitalise on engagement opportunities with parents and carers to ensure that they are well-informed (this may include parents/carers observing or participating in sessions)
- Be conscious of confidentiality when working online, not using any other children's names during the session.

EHCP Meetings

When conducting or participating in EHCP Meetings with parents/carers either directly or via TEAMS, all staff must:

- Use appropriate professional language
- Ensure no material is recorded, stored, or distributed without the permission of the Headteacher
- Not share personal information or information regarding other staff or students.
- Ensure meetings are conducted in a private self-contained space and that any other colleagues present are acknowledged.
- Join a meeting a few minutes in advance to ensure all contributors are organised and ready with appropriate reports.
- Ensure personal mobile phones are off/silent

- Avoid talking over/interrupting others – use the hand signal icon to register a request
- Not use jargon or abbreviations without explanation
- Avoid eating or drinking during meetings
- Ensure appropriate dress in line with Trust dress code.
- If the young person is present, ensure they remain central to the discussion and language is adapted appropriately. Continue to check understanding and purpose/relevance to EHCP.
- When joining EHCP meetings from home, staff should ensure that they have an environment with as strong a connectivity as possible and an appropriate background environment. Staff should remain aware that they are visible whenever their camera is switched on and audible whenever their microphone is unmuted.

Professional Conduct

There is an expectation that all adults who attend meetings online speak and act in a courteous and respectful manner to all present. The chair of the meeting will remind participants of this as required. Threatening and or rude behaviour will not be tolerated and this may result in participants being asked to leave the meeting.

END.