

### Staff code of conduct when live:

When providing remote learning our staff will follow this code of conduct:

- **Staff should behave in the same way as they would in school.** They must never attempt to arrange any meeting, including additional sessions, without the full prior knowledge and approval of the school, and should never do so directly with a pupil.
- **All live learning sessions will be recorded so that if any issues arise, the video can be reviewed.** The recording must be stored on the school's network or secure area of the cloud in an area that can only be accessed by those staff who need to. It will be retained for a year, after which time it should be deleted. Staff must not take secret recordings or screenshots of themselves or pupils during sessions.
- **Staff must be suitably dressed**, using professional and appropriate language and be in a professional setting, not in a bedroom or bathroom. **Where possible, sessions should be 'live' in the school building with another member of staff present.**
- **If anything inappropriate happens** - or anything which could be construed in this way – staff must immediately inform their line manager and record on CPOMS; this is to protect staff and pupils.
- **Staff should look out for signs that a child may have been harmed or be at risk of harm, as they would if they were in school.** Any concerns or disclosures must immediately be passed on to the Designated Safeguarding Lead (Jo Uttley) in the pupil's school or, in their absence, a deputy (DSL) in line with the school's child protection procedures.

### What we expect from parent(s)/carer(s)

To keep your child safe and ensure they get the most from remote learning, we expect you to:

- **Inform school (as requested) if you do not wish your child to take part in live online learning sessions.**
- Support your child with arriving to the live session in plenty of time
- Where possible, be present for the duration of the session. Try to be in the room - especially for EYFS and KS1 children.
- Support your child's learning without direct adult interaction with the teacher; live sessions are not the forum to ask questions or seek support; this can be given by contacting the class teacher directly via Showbie or class email.
- Make sure your child does not join a session from a bedroom or bathroom. If joining a session from a bedroom is unavoidable, point the camera away from beds and any personal information.
- Make sure your child, and anyone else who might be seen during the session, wears suitable clothing and is fully dressed.
- Make sure that your child's language and behaviour, and that of anyone in the background, is appropriate.
- Not to take recordings or screenshots of teachers or other pupils during the session(s).
- Remind your child that they can tell you if they are asked to keep a secret, or if anything happens or is said that is strange, or makes them feel uncomfortable, scared or upset. Please report to Jo Uttley (DSL) - 07735448693
- Be respectful - do not discuss the session attended on social media in any derogatory manner.

**If you have any safeguarding concerns about the member of staff, report them immediately to the Headteacher at your child's school.** The Headteacher will follow the guidance in part four of Keeping Children Safe in Education (Sept 2020), which deals with allegations of abuse made against teachers and other staff.

### What we expect from pupils

1. Be on time! Your teacher will be on the call 5 minutes before the meeting starts, to allow you to join early ready for a prompt start time.
2. Mute yourself. Please join the session muted and listen carefully to the teacher. There will be opportunities to unmute and share your ideas in the session.
3. Keep your camera on! Please keep your camera on if possible – we want to see all your lovely faces!
4. Have an adult nearby. Make sure there is a grown up nearby in case you need help with anything during the session.
5. Keep your display the same. Do not change any of your display settings or your display name during the session.
6. Remember to follow our rainbow values at all times during the session.
7. Never record or take pictures of anyone in your lesson.
8. Only use the share screen button if your teacher asks you to do so.
9. Let your parent/carer, teacher or Headteacher know straight away if you are asked to keep a secret or anything happens or is said that is strange or makes you feel uncomfortable, scared or upset.

**To keep our staff, pupils and parents safe, the school ONLY will be recording each session. This will not be shared beyond Abbots Green Academy.**