

EMMANUEL COLLEGE

Safe online learning guidance for staff: January 2021



Introduction

Aside from the face to face teaching of vulnerable students and key worker students, interactions between staff and students during the lockdown will be done remotely, primarily via the online learning platform ITSLearning and sometimes via other platforms, such as 'Zoom'. All interactions need to be professional and business like, seeking to appropriately support students in making academic progress and growing in character.

Staff should find opportunities to praise students' efforts and all work should be given appropriate feedback. Staff should support students who find accessing and completing work more difficult at home, recognising the challenging circumstances many families find themselves in. Academic guidance on setting work remotely for students working from home is detailed in *Excellence in the Remote Curriculum*.

Any safeguarding concerns that are disclosed by students and parents remotely or discovered by teachers should be referred appropriately to Mr Ogborn (DSL) or Mrs Scott (DDSL) as per the safeguarding policy.

Any pastoral or welfare concerns should be referred to the relevant Head of Year team or the Student Support team as appropriate.

Academic concerns can be dealt with by staff via messaging students directly on ITSLearning, calling parents or by escalating concerns to the Head of Department.

Students who face challenges in accessing and completing the work will be supported, as appropriate, by Heads of Department, Head of Year teams and the Student Support team.

Staff should hold students accountable for their actions during this time, in the context of encouraging the College's core values, recognising that excusing poor conduct neither builds character nor values children as precious and morally responsible young people with the capacity to achieve far more than they might have initially thought.

Detail of how to hold students accountable should there be conduct concerns while studying remotely is in the *COVID-19: Behaviour and Discipline addendum*.

General Principles

The following should be adhered to as staff enable continuity of learning whilst the College is closed:

- In all communication with parents and students, staff should use appropriate prefixes for themselves and for those they communicate with (i.e. Mr Smith), and avoid informal salutations and 'chat'.
- Staff should communicate professionally with students when interacting through ITSLearning.
- Staff should not communicate to students directly via email or interact via any form of social media. If students attempt to contact staff via social media, staff should refer the issue appropriately, as made clear in the *COVID-19: Behaviour and Discipline addendum*.
- Staff may email parents but should ensure that all communications are professional and appropriate, as referenced above.
- Phone calls, if appropriate, should be made to parents first. Staff can then then speak to students on the same call. If the parent is not present when a call is made, staff should ask briefly after the student's welfare and then ring back later.

The only exceptions to the above are:

- Sixth Form: emails from staff to students to discuss academic concerns or progress are permitted if this is the best way to encourage learning to take place or to redress academic concerns. All emails should be from the staff's work email. Staff should copy in their line manager to any emails. Welfare and pastoral concerns should not be discussed via email.
- Academic queries sent to academic support from students: these can be answered directly from this address.
- An acute safeguarding or welfare concern for a student: when this is received, the DSL, and DDSL, in consultation with the Principal and with R&A, may make a decision to phone a student directly. This would only be done in exceptional circumstances. In nearly all cases, parents/carers would be contacted first.

Any Head of Year who feels it appropriate to phone a student directly for any other reason should consult with Mrs Hooker, Vice Principal, prior to undertaking this.

'Live' lessons

ITSLearning, via the messaging function, the uploading of work and assignments, and ability for teachers to feedback, has enough connectivity to allow students to make academic progress. Staff are also able to place on ITSLearning recorded instruction to help connectivity and improve student progress; see *Excellence in the Remote Curriculum* for more detail.

As made clear in *Excellence in the Remote Curriculum*, there should be work on ITSLearning for each timetabled lesson, which is clear, simple, delineated, sets challenging work and enables students to make progress.

Teachers should not teach 'live' online lessons for Yr7-11 lessons, aside from a few subjects in which live video interaction is essential to assess the progress of students through the curriculum. The majority of Sixth Form lessons will be conducted 'live' via 'Zoom'.

Teachers should normally project interactive whiteboards or PPTs. when streaming 'live' lessons. If teachers want to stream live themselves teaching from the front (with face visible) or their face visible via 'Zoom' for instance, they should ensure that they are dressed professionally and there is nothing in the background of their video which could compromise their professionalism, contravene safeguarding procedures or distract students. *The same principles also apply to students.*

Staff should also be aware that family commitments, technology issues, illness and other complexities may prevent students from accessing 'live' lessons, and should be mindful of student wellbeing, workload and mental health at this time.

'Live' lesson procedure (using 'Zoom')

1. **When scheduling a meeting:**
 - a. Activate the waiting room
 - b. Click the video of the 'participants' off
 - c. Go to advance options and click 'mute participants on entry'
 - d. Put the link to the lesson on ITSLearning.

2. **When welcoming students to a meeting:**
 - a. Click see waiting room.
 - b. Check that the students name is displayed in full (teachers can use the chat to interact with students who have not done this)
 - c. Admit each student one by one by clicking admit
 - d. Ask the student to turn on their video to identify themselves
 - e. Stop each student's video using the three dots at the top of each student's video and clicking 'stop video'
 - f. Repeat this process for each of the students.

3. **Before starting the meeting (this should be done concurrently whilst welcoming students)**

- a. Click on 'security' at the bottom and where it says 'allow participants to', untick the following
 - i. Share screen
 - ii. Chat
 - iii. Rename themselves
 - iv. Unmute themselves
- b. Lock the meeting.

This procedure should be undertaken for each 'live' lesson even if following this, procedures within this lesson are changed. If procedures are changed, the meeting should always remain locked.

Students should be aware of what conduct is and is not appropriate at the start of a 'live' lesson. If any student behaves inappropriately in regard to what they write or say, the Head of Department should be told immediately and the student removed from the lesson.

'Live' lessons should only concern teaching. It is not appropriate to 'chat' to students about personal matters or continue a 'lesson' after the teaching and learning has finished.

Lessons should not be placed on ITSLearning subsequent to the lesson as a recording.

Teachers wishing to use software or a learning platform for 'live' lessons or recorded videos, aside from those already approved by the College, should seek permission from Mr Ogborn.

Recorded material

Staff may record materials, such as talking over a PPT. or working through online white boards or another form of remote recorded instruction or feedback, and place on ITSLearning for any year group. These recordings do not necessarily have to involve the teacher live video streaming (i.e., videoing their face when talking). If the teacher wishes to do a recording with their face visible, they should adhere to the guidance above.

Links

Here is a [link](#) to DfE guidance on safe online learning for staff.