

## Protocols for 'live' sessions

### In line with our Safeguarding Policy...

- All meetings to be set via Microsoft Teams and pupils invited via 'Add Channel' in the calendar, select your class and click on general.
- No 1:1s, groups only (for Nurture sessions a staff chaperone should be in camera view, 2m distanced from the pupil).
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used by teachers should be in appropriate areas, for example, not in bedrooms, with a plain background and with nothing personal on view that may not be appropriate for children.
- **All live sessions should be recorded so that if any issues were to arise, the video can be reviewed (this is one click of a button).**
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- We will be requesting adult supervision during all live sessions; this must be close supervision in YR-4 and can be more distant in Y5 & 6 although we will ask that an adult **MUST** be 'on call' at all times.
- Staff must only use platforms provided by Equals Trust to communicate with pupils; Microsoft Teams and SeeSaw.
- Staff must inform SLT of the live sessions they intend to have each week by identifying them as a 'Live Teams Session' on their Learning Mat Timetables.
- Staff need to avoid leaving the meeting for any reason e.g. answer the door as this means pupils will be unsupervised and when the meeting ends **end the meeting for everyone** (there is a drop down arrow on the red leave button to do this).
- Staff should record the length, time, date and attendance of any sessions held but this is done when the sessions are recorded so therefore no further action required. This is stored on the cloud.
- All pupil log ins and passwords are in an excel document saved on 'All staff' / 'Documents' / 'Passwords for Teams' if any pupils need resending this information (all logins & passwords were sent via email from ;Crossdale Account' on 25.1.21) .
- The chat facility should be switched off by Atom (our IT provider) already and pupils should be waiting in the lobby for you to admit them.

## Information for parents

*Template email to parents for the introduction information to use Microsoft Teams (the text in blue below should be included in regular emails/activity/updates for parents ahead of every live sessions and any concerns should be immediately reported to the SLT and logged on CPOMS):*

Dear Parents,

You should have had details of your child's Microsoft 365 school linked account sent to you on 25.1.21 via email from 'Crossdale Accounts'.

You can download the Microsoft Teams app onto your device or use these details to log on here: <https://www.office.com/> via the web

Once you log in, your child can access a range of office apps but also download a free desktop version of Microsoft Office at home – this is well worth having if you do not already have the latest version of Office.

You can also log into a Chrome Book using these details.

Our next live session will be on **ENTER DATE AND TIME.**

For all live sessions please ensure...

- Children are aware that we are expecting the same high standards of behaviour that would be in the classroom.
- Adults and children wear suitable clothing, as should anyone else in the household.
- Language is appropriate and no special effects are used (the latter can be very distracting for other pupils).
- Cameras are switched off/on or microphones muted/unmuted when requested by the teacher – this will usually be when you are not talking.
- If your screen freezes at any point, please try turning your camera off and then back on again using the control near the leave button.
- Adults are supervising pupils (this must be close supervision for our younger pupils in YR-4, but can be more distant for Y5 & 6, although an adult MUST be 'on call' for all pupils at all times).
- No recording/photographing of the meeting on another any other device.
- The chat function should be disabled on meetings going forward but if it isn't this should only be used to contact the class teacher with technical problems.
- Remember Teams is an online platform for learning, it's a special sort of classroom.

Kind regards,