# Calthorpe Park School
# Protocol for Virtual and Online Learning, January 2025

*Students learn and develop most effectively when they are attending school. Whilst technology provides useful tools to augment learning, it does not provide a substitute for attending school. Calthorpe Park use online platforms to complement in person teaching. Live-streamed lessons or alternatives will only be offered in extreme circumstances resulting in significant school closure or disruption to education*

## Safeguarding and Security Information

- The following advice has been formulated based on advice received from appropriate national agencies, the HCC Local Authority Designated Officer/Safeguarding Lead (LADO) and the Hampshire Inspection and Advisory Service (HIAS) Inspector for Computing and On-Line Safety Lead
- All the rules for safe, professional behaviour that apply in a CPS lesson apply here, for teachers and students
- All our teachers have been given comprehensive advice about delivering remote lessons safely
- All our teachers have been safely recruited, have up-to-date training, are fully DBS checked (Disclosure and Barring Service) and are experienced professionals
- Please note, teachers can mute participants and end the lesson at any time and have been instructed to end it immediately if anything happens that they feel uncomfortable with
- Parents should also be willing to end a lesson at any time if they have any concerns relating to conduct of staff and/or students
- MS Teams is an end-to-end encrypted system which will record all lessons; they will be retained for 3 weeks
- Parents will be able to view notifications of online lessons using the Homework function within EdulinkOne. All invitations to online teaching events will be sent to their child's school email address.
- Parents and students should not make any additional audio / video recordings of the lesson
- Lessons will be reviewed by senior Calthorpe Park staff on a sampling basis
- If anything happens that you, as a parent, feel uncomfortable about, please contact Ms E Jones at e.jones@cps.hants.sch.uk

### Online Learning Guidelines for Virtual Lessons for Parents & Students

Please adhere to the following guidelines during online lessons:

1. Adhere to the CPS ICT User Agreement
2. Any form of online abuse, unpleasant behaviour or trolling will not be tolerated and will result in students being banned from attending live lessons
3. Select a suitable, neutral location for your lesson; ideally this should **not** be a bedroom. Please select an area with as few distractions as possible and blur your background (if possible) or select a place where the background is neutral and not displaying lots of personal items.
4. Students' behaviour and dress must be appropriate at all times. If students are not suitably dressed or if any behaviour is inappropriate, staff will end the online lesson immediately then email parents to inform them of the reason for this
5. For children aged 12 and under, an adult should be present in the room for the duration of the lesson. For children aged 13-15, an adult should be on hand if needed, but not necessarily in the room
6. Please join your lesson on time. Take the time to check that all equipment is working, and that you know how to use it, well in advance of the lesson.
7. All written and verbal comments must at all times be appropriate to the formality of your lesson. Teachers and students should communicate as is normally appropriate in a lesson at school
8. The lessons may be recorded

## General Online Guidance

a. Please be patient
b. Make sure you have made yourself familiar with the software beforehand and understand how it works
c. Ideally ensure your device is plugged in to a power source when in use
d. Please ensure you have the equipment that you need for your lesson ready in advance, just as you would do in a normal lesson.

## Guidance Principles for Staff

## Communication with children (including the use of technology for online/virtual teaching)

There has been a sharp increase in the use of technology for remote learning since March 2020 and this addendum to our existing policy provides some additional guidelines for students, parents and staff

We will review our Online Safety Policy and Procedures and ICT User Agreement and amend these where necessary to ensure that all staff involved in virtual teaching or the use of technology to contact students are briefed on best practice and on any temporary changes to policy and/or procedures

When selecting a platform for online/virtual teaching, we will ensure that the 'provider' has an appropriate level of security and online lessons will be delivered using MS Teams. Wherever possible, staff will use school devices and contact students only via the student school email address/log-in. This ensures that the school's filtering and monitoring software is enabled. All students have free access to Office 365 products using their school login credentials.

In deciding whether to provide virtual or online learning for students. senior leaders have taken into account issues such as accessibility within the family home, the mental health and wellbeing of children, including screen time, the potential for inappropriate behaviour by staff or students, staff access to the technology required etc. Virtual lessons will be timetabled and senior staff, including Designated Safeguarding Leads and Heads of Department are able to drop in to any virtual lesson at any time – the online version of entering a classroom

The following points must be considered:

- Resources/videos must be age-appropriate – the child may not have support immediately to hand at home if they feel distressed or anxious about content
- It is the responsibility of the staff member to act as a moderator; raise any issues of suitability (setting, behaviour etc.) with the child and/or parent immediately and end the online interaction if necessary
- Staff must raise any concerns that arise as a result of online provision with the appropriate member of staff, including but not limited to Designated Safeguarding Leads, and they must also contact parents/guardians.

**Staff and other adults will not:**

- **Contact students outside the operating times defined by the senior leader**
- **Take or record images of students other than recording virtual sessions**
- **Record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior school staff)**
- **Engage online with children using video conferencing facilities without prior agreement from members of the Senior Leadership Team**