



Safeguarding and behaviour protocols for Remote Learning

These protocols focus on:

1. Written communication on Teams, SMHW/Satchel One, and use of email
2. Students participating in live lessons via Teams

Written communication

The use of emails, messages on SMHW and the chat function on Teams are an essential way for students to ask their teacher for help and address any misconceptions. It is essential that students follow these guidelines:

1. Use formal English in your comments to your teachers.
2. Please ONLY comment on the work, reply to questions posed by your teachers, contribute to a conversation started by your teacher or write a question you would like to ask.
3. Any inappropriate comments or attempts to distract others will be recorded in a screen shot and teachers will communicate with parents.
4. Where there are persistent behaviour concerns, these will be recorded and reported to Progress Leaders, Heads of department and the Senior Team. Parents will be notified.
5. If students do not follow this policy, students will be 'muted' particularly in Teams chat, or removed from the lesson altogether.
6. Emails must only be sent from your school email address.

Live lessons via Microsoft Teams

Live lessons via Teams can be a really useful way of allowing students to ask questions about their work, and hear explanations and instructions from their teachers. It is essential that all students follow our live lesson guidelines.

1. For safeguarding purposes, all student cameras have been disabled. It is not possible to use your camera. This means that staff are not put in a position where they can see inside your houses, or anybody else who may be present.
2. Students must wait for Teachers to begin each live lesson.
3. Students must have their microphones set to mute and can only unmute when asked to by their teachers.
4. Students can signal that they have a question by typing the question in the chat, or by typing the word 'question'.
5. Students must speak in a respectful formal way when invited to by their teacher.



6. Teachers may place the whole class on mute for the whole lesson if they wish to, in which case please use the chat function.
7. Once a teacher ends the lesson, all students should leave and not rejoin.
8. If a staff member is teaching from school, they may use their camera. If a teacher is at home, they will either disable the camera or use a background.
9. Any other misuse of technology will be dealt with in line with our school behaviour policies.

If students are not following the protocol:

- They may be 'muted' by their teachers
- They may be removed from the lesson by their teachers
- Behaviour issues will be recorded on internal systems
- Progress Leaders will be informed
- Parents/guardians will be notified. Persistent problems may mean work is set in alternative ways and students may lose the 'live' function of lessons.

General tips

- Make sure your devices are charged or plugged in
- Make sure you are connected to the WiFi in good time each morning (8:30am)
- Students in school **MUST** bring their own headphones