Online Live Curriculum Support for Pupils

Addendum to Trust and School Safeguarding and Child Protection Policy, GDPR Policy, Photography and Videos Policy, Online Safety and Acceptable Use Policy

Rationale

Hope Learning Trust is committed to providing high quality live curriculum support to pupils regarding their remote learning. This will be delivered by subject specialist teams, through approved platforms including Google Chat in Google Classroom and/or live tutorials, through Google Meet.

Year 10 will be given initial priority, in addition to other pupils who have been clearly disadvantaged by no direct support to their remote learning. This will ensure schools give each individual the best possible opportunity to thrive in their academic development and secure successful transition to further and higher education and employment. Contact with specialist staff will also support confidence, self-esteem, motivation and mental health and wellbeing. This is even more pronounced at this time, whereby the majority of pupils have not accessed subject specialist support since March 2020, due to Covid-19 and associated school closures.

Clear protocols are in place and outlined below, regarding expectations from schools, parents/carers and pupils, to ensure all participants safely access a high quality session.

School Senior Leader responsibility

- Each school will have senior leaders designated with oversight of remote learning. This includes Mrs Lee; Vice Principal Teaching and Learning, Mrs Milne; Designated Safeguarding Lead and Miss Webster; GDPR lead.

- Senior Leaders will coordinate the timetable on Google Meet (Google Platform Schools). Online curriculum support will only be timetabled during normal school hours. The timetable will be shared with pupils and parents/carers.

- The GDPR lead will manage data storage of the tutorial recordings to a central school storage area. Data will be held for up to one year for data protection and safeguarding purposes. Recordings will be shared only with the members of staff involved in the live curriculum support session, the Teaching and Learning Lead, Safeguarding Lead and GDPR Lead.

- The Teaching and Learning Leads, Hope School Improvement Team, Workforce Development Team and Vital our IT provider, will deliver/signpost staff to professional development and training. Each school will have volunteers who will train as Google Champions, through accredited Google courses, to provide further support to colleagues. Each school will also have an online learning working party and a staff representative who will attend the trust online learning network each term, to share best practice.

- Each school to ensure a signed consent form is received from parents/carers (see appendix 1). This will enable pupils to participate in online curriculum support with a subject specialist teacher, alongside fellow pupils. The consent form will also highlight to parents/carers that the recording of each live curriculum support tutorial will be centrally stored on school IT systems for up to one year, for GDPR and safeguarding purposes. It will be shared only with the members of staff involved in the live curriculum support session, the Teaching and Learning Lead, Safeguarding Lead and GDPR Lead. Pupils subject to a court order should not access live curriculum support.

- Regarding any online support involving vulnerable pupils including SEND, staff should record the length, time, date and attendance of any sessions held on CPOMS/Google spreadsheet/Google Meet register.

Staff responsibility

- The delivery by staff of online live tutorials is optional, staff may or may not wish to use it. As a minimum expectation, all departments should engage with each class through Google Chat/e-mail contact, whilst schools are partially open.

- If staff are using their own device, they must complete the school 'Bring Your Own Device Policy'

- Staff should ensure consent has been received from parents/carers of invited pupils and remove those pupils on their Google classroom register from the session, who do not have permission.

- Staff must only use the school's approved learning platform for online curriculum support.

- Staff must not share a link to the meeting on unrestricted publicly available social media or other websites. The link must be directly provided to specific pupils and staff through the school login/email. This ensures that the setting's filtering and monitoring software is enabled.

- The meeting organiser must use privacy settings to restrict pupils' ability to share their image, share their screens, rename themselves, or annotate on the host's shared content. Breakout rooms must not be used. Staff to use the 'mute' function as required for pupils.

- The senior leader responsible and DSL should also be sent a link to the call for safeguarding monitoring purposes. Colleagues can invite another member of staff to join the call if they do not wish to lead the call alone.

- As in a school and classroom context, staff should ensure their manner of dress and appearance is appropriate to their professional role in school. Language used must be professional.

- If staff are working from home, they should take the call/chat in a quiet room to reduce interruptions/interactions with other members of the household. Where this is not possible,

those in their household should ensure they are dressed suitably and that the language used is appropriate and professional.

- Staff to ensure all documents, files and their e-mail system are closed down before the session commences.

- Visual interaction can be more effective for the pupil/staff member. However, if staff are not comfortable with this, once visual confirmation of staff identity has been confirmed with all attendees for safeguarding purposes, staff may switch their cameras off.

- The staff lead must record the call to the appropriate school drive and not to their personal school drive. The recording will be kept for up to one year, for monitoring and safeguarding purposes. Staff should not make or record any calls for their own personal use.

- Staff to admit a group of pupils together and not one pupil. No one to one curriculum support sessions are permitted. If only one pupil joins the waiting room or chat, the pupil is not to be admitted to the session and the session is to be cancelled. Meeting room is to be locked, once invited pupils and staff have joined. Staff should not admit any pupils they do not recognise. Staff should remove pupils from the session if they cannot be identified. The staff members should ensure that all students 'leave' the meeting before they end the curriculum support meeting.

- A statement must be read at the start of the call regarding recording, for GDPR and safeguarding purposes (appendix 1) and the pupil code of conduct (appendix 2).

- Pupils who do not follow the code of conduct should be removed from the session. Staff should report any incidents as per the school behaviour and safeguarding policy.

- Staff should always maintain appropriate professional boundaries and avoid behaviour which could be misinterpreted by others. Staff engaging with pupils online, have a responsibility to model safe and professional practice at all times.

Pupil and parent/carer responsibility

- Consent is required from parents/carers, for pupils to receive live online curriculum support (see appendix 1).

- For primary pupils, parents/carers must be able to supervise their child to participate in online tutorials.

- Pupils must adhere to the code of conduct (see appendix 1), or they will be removed from the curriculum support session and future timetabled sessions.

- In order to report any behaviour which is concerning to parent/carers please email a.milne@bhs.hlt.academy

Appendix 1

Parent/Carer Consent Form and Pupil Code of Conduct for Live Curriculum Support

I _____ (full name) consent/do not consent (please delete as appropriate) to my child_____ (full name) participating in online live curriculum support alongside their peers and led by subject specialists, to further support and enhance remote learning.

I have discussed this code of conduct with my child and they agree to adhere to the expectations detailed below, to ensure a positive and safe learning experience for all concerned

School responsibility

- Online live curriculum support will only be timetabled during normal school hours.

- Sessions will be delivered by subject specialists

- The recording of each live curriculum support session will be stored for up to one year, for GDPR and safeguarding purposes and shared only with the members of staff involved in the live curriculum support session, the Teaching and Learning Lead, Safeguarding Lead and GDPR Lead.

Pupil Code of Conduct

These protocols focus on:

1. Using comments in Google Classroom

2. Students participating in live curriculum support tutorials, via Google Meet

1. Using Comments in Google Classroom

Google comments are an essential way for pupils to ask their teacher for help and address any misconceptions. It is essential that every student follows the Google Comments guidelines:

- Pupils should use Standard English in comments to their teachers
- Pupils must not communicate with other pupils using Google Comments. They should only comment on the work, reply to questions posed by their teachers, contribute to a conversation started by the teacher or write a question/questions they would like to ask.
- Any inappropriate comments will be recorded in a screenshot and sent to the Head of Year, who will communicate with parents.

- Where there are behaviour concerns, the incident will be recorded by the member of staff and reported to the Head of Year. Parents/carers will also be notified.
- If pupils are not following this protocol, they may be 'muted' in Google Meet, by their teacher, so they can no longer make comments.

2. Live online curriculum support sessions via Google Meet

Live lessons via Google Meet can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. It is essential that all students follow this protocol.

- For primary pupils, parents/carers must be at an appropriate distance to supervise their son/daughter
- Pupils must log onto the live curriculum support session through their school e-mail. This ensures that the setting's filtering and monitoring software is enabled.
- Pupils must not share the meeting link with any other individuals
- Pupils should be in an appropriate place for the curriculum support session and be suitably dressed.
- Pupils will not be able to share their image on screen
- Pupils must not record the discussion.
- All pupils will be muted on entry to the session. Students can signal they have a question by writing 'question' in the comment box.
- Pupils must speak in a respectful manner and must stay on the topic of the work.
- If pupils are not following the protocol:
  they will be 'muted' by their teachers and they may be removed from the classroom and future timetabled sessions. If this happens, the Head of Year will be made aware, the incident will be recorded and parents/carers will be notified.

- Pupils/parents/carers can report any behaviour which is concerning to them by email to a.milne@bhs.hlt.academy

Signed parent/carer_____

Date_____

Signed pupil_____

Date_____

Appendix 2

Staff Statement to be read at the start of the Live Curriculum Support Session

'Welcome to this online live curriculum support session for xxx on (date and time).

Members of staff leading this session today include xxx.

Members of the school leadership team and the school safeguarding lead may join the session

To ensure a safe and effective tutorial, this session will be recorded and saved to the school central IT system for up to one year.

Please follow the code of conduct which you and your parents/carers have signed

Are there any sections of the code of conduct you are unsure about?

We hope you enjoy the session

We are ready to start