Remote and Video Learning Policy

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Responsible Officer	**Chief Executive Officer**

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1. Purpose

This policy outlines the use of video conferencing for remote learning and professional meetings, ensuring a safe and structured environment for all participants. The primary platform for video conferencing is Microsoft Teams.

2. Approved uses of Video Conferencing

Microsoft Teams may be used for:

- Teaching and class discussions (reviews and feedback)
- EHCP review meetings
- Professional meetings

3. Safeguarding and security measures

To maintain a secure and professional environment:

- Parental Consent: Parents/carers must provide prior consent via Arbor App / Evidence for Learning before their child / young person can participate in video conferencing
- Teacher Familiarity: Teachers must be proficient in Microsoft Teams functions, including privacy and mute settings.
- Supervised Sessions: All sessions with children and young people must be scheduled during school hours (09:00 - 15:30) and supervised by a teacher.
- Minimum Participants: A session must include at least three participants (e.g., teacher, child/young person, and a supervising parent/carer).
- Controlled Interaction: Interactions should be limited to teachers and children/young people. Parents/carers may assist but should not actively participate.
- Sensitive Content Awareness: Teachers should be mindful of topics that may be sensitive for certain pupils, such as PSHE or R.E.
- Orderly Session Closure: Children and young people should exit Microsoft Teams first, followed by the teacher closing the session.
- Expectations Reinforcement: Teachers should outline expectations at the beginning of each session and provide reminders as necessary.
- Scheduling: Video conferences should be scheduled via email or Arbor App / Evidence for Learning at least 24 hours in advance.
- Appropriate Environment: Sessions should be conducted from communal, distraction-free spaces. Bedrooms must not be used.

- Professional Conduct and Dress Code: Teachers, pupils, and parents/carers should dress appropriately. Dress must not incite, intimidate, or violate health and safety standards.
- Attendance Records: Teachers must maintain attendance records for all video conferencing sessions.
- Reporting Inappropriate Behaviour: Any inappropriate behaviour should be reported to the Designated Safeguarding Lead (DSL), Head of Academy, or Deputy Head of Academy
- Recording Sessions: Microsoft Teams meetings should be recorded for safeguarding purposes, subject to parental agreement.

4. Expectations checklist

To ensure the effectiveness and safety of online interactions, all participants must adhere to the following expectations:

- Identify a suitable environment for the call (not a bedroom).
- Ensure all participants wear appropriate clothing.
- Remove personal or distracting items from the background.
- Minimise disturbances and distractions.
- Use a headset or headphones when possible.
- Cameras are optional but encouraged.
- Adhere to behaviour and conduct policies.
- Maintain a register of all video calls, including the session link.
- Follow agreed-upon guidelines for recording sessions.
- Engage with parents and carers to ensure they are well-informed and can provide support.
- Maintain confidentiality, avoiding mentioning other children / young people's names.

5. EHCP meeting guidelines

When conducting EHCP Meetings via Microsoft Teams, colleagues must:

- Use professional language at all times.
- Not record, store, or distribute any material without the Head of Academy's permission.
- Avoid sharing personal or confidential information about other colleagues or children / young people.
- Conduct meetings in a private, enclosed space and acknowledge any other colleagues present.
- Join meetings a few minutes early to ensure preparedness.
- Keep mobile phones off or on silent.
- Avoid interruptions and use the hand signal icon to request speaking turns.
- Refrain from eating during meetings.
- Dress appropriately in line with the Trust's dress code.
- If a pupil is present, ensure discussions are clear, age-appropriate, and inclusive.
- Maintain a strong internet connection and be aware of the visual and audio presence when on camera.

6. Professional conduct in online meetings

All participants in online meetings must demonstrate courtesy and respect. The meeting chair will remind attendees of expected behaviour. Threatening or inappropriate behaviour will not be tolerated and may result in removal from the session.

7. Code of Conduct breaches or concerns protocol

If any participant is rude, aggressive or in a state of undress the call will be immediately terminated.

Any inappropriate behaviour must be immediately reported to the DSL, Deputy Head of Academy or Head of Academy following the end of a call.

Any incidents of this nature will be discussed by SLT and concerns communicated in writing if appropriate.

Repeated breaches of the Code of Conduct may result in participants being banned from using video conferencing.