**Annex to existing AUP and CP Policies**

**Staying Safe with Blended Learning**


**Guidance for School Staff**

**Extract from DfE Guidance for full opening: Schools**

*In developing these contingency plans, we expect schools to:*

- *use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations*
- *give access to high quality remote education resources*
- *select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use*
- *provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access*
- *recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum*

*When teaching pupils remotely, we expect schools to:*

- *set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects*
- *teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject*
- *provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos*
- *gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work*
- *enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding*
- *plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers*

*We expect schools to consider these expectations in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support. We expect schools to avoid an over-reliance on long-term projects or internet research activities.*

The following agreement has been developed in collaboration with Pathfinder Schools staff and will be used to establish a shared understanding about good conduct when accessing online learning, to safeguard all participants.

The agreement outlines commitments for:

- Staff
- Pupils
- Parents

The success of this agreement is grounded in good relationships, effective communication and shared understandings. It is focused on key aspects to ensure safety and good online conduct, but in order to keep it succinct and memorable, every possible scenario has not been included.

To that end, the following approaches are recommended when sharing the agreement to ensure a common understanding of what each point covers:

- Discuss the agreement for staff in a whole-school meeting;
- Discuss the agreement with pupils, going through some possible scenarios relating to each point;
- A covering letter to parents to provide the rationale. You may even wish to post a video explanation on MS Teams.

Once shared and signed, a copy should be posted on your Class Team and it can then be used as a reference point when engaging in online learning.

*'While our aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.'*

The Department for Education

Blended learning, whereby students learn via online media and face-to-face teaching, will provide the means by which we can ensure that continuity. The pace of change in transitioning to online learning has been rapid and it is imperative that relevant policies and procedures are kept under review to ensure the safety of students and staff. Online learning can take place in the classroom or whilst the student is at home, and the following guidelines have been devised to keep our school community safe.

At Pathfinder Schools, we have agreed we will use Microsoft Teams as the common platform to facilitate our online learning environment. This provides us with a safe and consistent way to share content, including:

- Conducting live online lessons
- Posting pre-recorded video lessons
- Communicating with students and parents
- Providing feedback on learning
- Students interacting with add-on Apps

All staff must engage with training for Microsoft Teams so that they are confident in using the basic features relating to communication, collaboration and video calling. In order to keep everyone safe, all online learning interaction between teachers and students must be channeled through Microsoft Teams. It is acknowledged that each school is at a different stage in the development of their online learning approach all will be supported in transitioning fully to Microsoft Teams.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the Pathfinder Schools Code of Conduct. The school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

**Following are rules to help facilitate safe and effective online learning. The rules for online learning are very similar to rules for a face-to-face lesson in school, with some additional points to consider.**

**At Pathfinder Schools, we will ensure:**

1. There is a nominated leader with responsibility for blended learning in our school;
2. All relevant policies and procedures will be updated to incorporate a blended approach;
3. Students and families are clear about how to report safeguarding concerns;
4. Staff and tutors have up-to-date safeguarding training and know how to report safeguarding concerns (Annual Safeguarding Training);
5. Staff and tutors are aware of the need for appropriate professional behaviours online (Code of Conduct).

**Agreement for Staff and Tutors when using Microsoft Teams for Remote Online Lessons:**

1. Expectations for online sessions should be shared and agreed in advance of the online session and must be adhered to. Student and Parent/Carer agreement has been included in this document;
2. No 1:1s, groups only, if only one student attends the session it should be postponed until numbers have increased;
3. Staff/tutors must wear suitable clothing, as if they were in school;
4. Any devices used should be in appropriate areas and the background tool used to blur or change the background.
5. The live class should be recorded so that if any issues were to arise, the video can be reviewed
6. Live classes should be kept to a reasonable length of time to cover the curriculum content;
7. Language must be professional and appropriate, including any family members in the background;
8. Staff/tutor should record the time, date and attendance of any sessions held;
9. Staff/tutor hosts the meeting and remains in control of meeting;
10. Staff must not join a meeting hosted by a parent or student.

**Agreement for staff and tutors using Microsoft Teams when meeting with parents:**

1. All of the above;
2. The teacher hosts the meeting and remains in control of the meeting;
3. If the parent uses language that is inappropriate the member of staff has the right to end the call;
4. These meetings may be 1:1, but ensure that guidelines are reinforced and it is clearly stated that the meeting will be recorded.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

**Staff / Tutor Name:**

**Signed:**

**Agreement for Students when using Microsoft Teams:**

1. I will try to access on-line learning in a place where there is a neutral background or blur out the background when communicating by video;
2. I will make sure my parents or carers know that I am starting the video chat and that they are nearby;
3. I will make sure that I am dressed appropriately before the chat;
4. I will not share my log in details with anyone except my parents or carers;
5. I will not share personal information – treat the chat like an open classroom.
6. I will make sure that I stay in the place agreed by my parents or carers and I won't wander;
7. I will make sure that my device is fully charged and that I have all equipment I need before the online lesson begins;
8. I will follow the teacher expectations for group chat, when to speak and will only use appropriate language, gifs or stickers, being polite and respectful at all times;
9. I understand that I should approach my online lesson like it was a lesson in my classroom;
10. I understand that if I do not follow this code of conduct, I may be muted or removed from the meeting by my teacher.
11. I will tell an adult about anything I see or hear online that makes me feel unsafe.
12. I understand that the online lesson will be recorded and kept in my school for one year. I will only watch a video lesson in my MS Teams class and will not share it or take screenshots.

**Pupil Name:**

**Signed:**

**Agreement for Parents/Carers when enabling Microsoft Teams learning in the home:**

1. I will remind my child about their Agreement;
2. I will ensure that my child's device has parental controls installed as appropriate to their age;
3. I will ensure that my child and all others in the household are wearing suitable clothing;
4. I will ensure my child is accessing online learning from a suitable device and in an area of the home that I can monitor;
5. I will ensure that language used is appropriate, including any family members in the background.
6. I will support my child in logging on to their MS Teams Class with full name displayed;
7. I will not contribute to the live lesson whilst it is in progress;
8. I understand that a live class will be recorded and kept for up to a year, so that the video can be reviewed;
9. I will not video or screenshot the live lesson and understand that this is to safeguard mine and other children;
10. If I see or hear anything concerning, whilst my child is accessing learning online, I will immediately report it to school staff via the agreed communication channel.
11. I understand that teachers are available for remote learning during school hours and that they will provide feedback on submitted assignments within an agreed timeframe.

I have read and understand the above and agree to engage with remote learning within these guidelines.

**Child Name:**

**Parent Name:**

**Signed:**

**Further information**

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

https://swgfl.org.uk/resources/safe-remote-learning/

https://www.gov.uk/government/publications/teaching-online-safety-in-schools