



**The Federation of Longhorsley St Helen's and Whalton  
Church of England Schools**

*Hope - Honesty - Forgiveness - Friendship - Trust - Love*



**Federation of Longhorsley and Whalton CE Schools**

**Appendix 1: ONLINE AND REMOTE LEARNING POLICY FOR  
GOOGLE MEET**

**Policy Aim: This policy establishes the expectations for online/remote learning or support between a teacher or other team member from The Federation of Longhorsley and Whalton CE Schools and a student using a Google Meet call in their own home.**

**The purpose of this policy is:**

- **to ensure a high quality learning experience for students**
- **to make clear the responsibilities of all parties involved and how sessions will be delivered**
- **to safeguard all parties involved meeting the statutory requirements of Keeping Children Safe In Education (2020) and the standards of the Northumberland Strategic Safeguarding Partnership**

**Ensuring the Quality of the Sessions**

The Federation of Longhorsley and Whalton C of E Schools is committed to providing a high quality learning experience to our students in the online/remote learning environment. The Federation of Longhorsley and Whalton C of E School's approach is to develop an online learning provision that focuses on the following key areas:

- well structured and designed sessions appropriate to meet the individual student's needs
- full parental support, keeping parents informed as to the arrangements for the sessions and the need for them to be present during the session
- carefully monitored progression of the student in line with National Curriculum requirements
- all sessions to be open to observation to line managers
- meeting all of the statutory requirements in relation to GDPR

## Professional Behaviour and Dress

As sessions will happen in the home environment it is important that both teachers and students follow the same behaviour as they would in a school setting. This will help minimise any safeguarding risks. This includes:

- having a parent or carer visible **at the start and end of the session** and within earshot of the student during the online session
- both teacher and student should wear appropriate clothing that would normally be worn in face to face teaching sessions and in line with the NCC Acceptable Standards of Appearance at Work Policy
- clear and appropriate language used at all times.
- asking the teacher before leaving the session (e.g. to go to the toilet or get refreshments)
- not taking phone calls, messaging others, or using devices that are not requested by the teacher for learning
- not having other browsers or apps open during the online session to reduce the risk of inappropriate content being displayed

## Location of Online Sessions

The location in which both the student and teacher take part in the online session should be in an appropriate room, which means it **must not be the pupil's bedroom**, and with a parent or carer present in the room with the student at the start of the session and within earshot during the session. This will ensure the student can raise any concerns, whether practical or related to safeguarding.

Whilst space in houses may be limited, and may be shared with others, the member of staff will work with the parent or carer to make sure that whatever space is available to use is neutral, safe, conducive to learning, doesn't reveal any personal information, and doesn't present a safeguarding risk.

In order to prevent inappropriate content being shown to others via the webcam, the background shown should ideally be neutral, and not create a risk of offensive or age-inappropriate content being displayed. For example there should not be a TV or screen switched on, or posters that may cause offence.

All staff are fully aware of:

- the need to ensure the visible background in their online teaching is professional and neutral (e.g the student cannot see personal items, laundry drying, or anything that may distract students)
- the need to ensure teaching time is set aside solely for the interaction with the student, either on line, through the virtual learning environment or on the telephone

- the need to ensure their teaching space does not reveal any details about their personal life
- the need to check in with the student at the start of the session to ensure that they feel comfortable in the environment and to remind them that if they are not comfortable at any time the session can be stopped

## Parental Involvement and Expectations

All parents/carers will be provided with a guidance document on how to access Google Meet and will be asked to sign and return an Acceptable Use Google form agreement before any virtual teaching is initiated.

Having the support of a parent/carer in setting up the session is often needed, and being within earshot of the session is important for safety as well as for practical help. Parents are expected to be visible at the start and end of every session.

The level of involvement of the adult during the session will depend on the age of the student. Younger children may need the person in the room to help keep them focused and safe, particularly if it is a new activity.

Older students may find too much parental involvement distracting or cause shyness and staff will liaise with parents regularly to discuss any barriers to learning.

The key expectation for virtual learning is that parents/carers are

- present at the start and end of the virtual session
- remain within earshot of the student at all times
- remain in the home at all times

## Digital Platform

The **only** platform approved by Northumberland County Council for remote learning is Google Meet. No other digital platform will be used.

## Screen Sharing and File Sharing

Google Meet allows you to share your screen or present other relevant teaching resources. Teachers need to make sure they do not inadvertently display:

- personal information - e.g having a social media website open, which may reveal personal information
- inappropriate content - e.g photos, text, apps or websites that may display content unsuitable for children
- other tabs from their Google drive eg calendar, mailbox

For this reason, teachers should have a “clean” screen and desktop, and turn off any apps that may interrupt the session (such as alarms, alerts, or incoming calls).

## **Taking Screenshots and Recording Video of Sessions**

Teachers **will not** make any video recordings or screenshots of sessions. Students will also be instructed not to do this, and this is noted in the guidance for parents/carers.

## **Reporting of Concerns by a Child**

Students will be told that if they have any concerns before, during, or after a session they should ask the parent/carer for help. This could include for example:

- technical issues with the computer or internet connection
- practical issues, such as arranging the appropriate space to work
- allowing additional time to set up the technology
- other issues, such as not being comfortable with what is happening in a session

The parent/carer should be aware that the reporting of any concerns should be

- initially with the teacher delivering the session. All sessions will have two team members online therefore as a service we are confident that any concerns will be addressed promptly with the teacher, student and parent/carer.
- if any parent/care or student is not satisfied with the initial response then it should be escalated to the relevant person (either the Assistant Head Teacher or Head teacher)

## **GDPR - Children's Personal Information**

Students are asked not to share any additional personal contact information with teachers (such as social media names). If there are any issues with students doing this, the teacher will remove the student from the online session and contact the parent/carer to discuss how to stay safe online. Teachers will also not share any additional personal contact information. If they do so, parents/carers must contact the Assistant Head teacher or Head teacher.

## **Parental/ Carer Consent for Online Sessions**

The Federation of Longhorsley and Whalton CE School uses an Acceptable Use Policy for Google Meet google form or paper copy to agree to the delivery of online sessions. This Acceptable Use Policy Google Meet form asks for confirmation that parents/carers have:

1. discussed and explained the content of the Remote Learning Policy for Google Meet with their child
2. explained and agreed to the Acceptable Use Policy for Google Meet sessions

before giving consent for their child to participate in the online Google Meet learning sessions.

**Sessions are only able to take place for the child, if permission is granted in the electronic/paper copy of the Acceptable Use Policy for Google Meet consent form.**