

## Covid-19 Remote Teaching Protocol (Staff)

This policy also applies to EYFS pupils and children in our Nursery Provision

### Remote Teaching

We will deliver our remote provision during the extended closure period by using Microsoft Teams through the schools' Office 365 account.

You must take appropriate actions to minimise harm. Always make sure the content you are using is suitable for the children's age group and check the privacy settings. Utilise the pupil management tools built into Teams when delivering live lessons.

### All staff must adhere to the Staff Code of Conduct and Acceptable Use Agreement.

Things to consider include:

Where is the recording/live stream taking place?

You must:

- be in a neutral area where nothing personal or inappropriate can be seen or heard in the background. If possible, blur the background and utilise the mute option
- wear suitable clothing, as must anyone else in the household
- use professional and appropriate language, including any family members in the background
- remind pupils they must not film or share images of members of staff. It is illegal to do so.

### Contacting children at home

If you need to contact a pupil this must **ONLY** be done during the normal school day (9am to 4pm) and via either the School email account or Microsoft Teams. Never use your own personal account.

Avoid making phone calls unless this is unavoidable. In this instance, make sure any phone calls are made from a blocked number so your personal contact details are not visible.

If you are accessing families' contact details at home, ensure they comply with GDPR requirements.

### Using Own Devices

This can introduce significant cyber security and data protection risks. All staff who are using their own devices must therefore:

- complete the checklists attached and send them to the Network Manager.
- liaise with the Network Manager on any issues raised.

### Online safety

Our pupils are likely to spend more time online due to social distancing. Make sure you reinforce the clear advice and guidance they have been provided. If you have any concerns, please speak to one of our DSLs or the Deputy DSL immediately.

### Mental health and wellbeing

Our pupils may be worried about the impact of coronavirus, social distancing or self-isolation. Those who already have mental health difficulties such as anxiety might be finding things particularly tough. Talk to them about what's happening, check how they're feeling and keep them as well informed as you can. Signpost them to where they can go if they are worried about anything or need to talk to someone while school is closed (refer to the Safeguarding Covid-19 Addendum for further details).