



Calday Grange Grammar School

Remote Learning Protocol

Recent events have changed the way in which we contact people and deliver subject material. It is highly likely that remote learning is here to stay and that it will be an important medium for relaying material and conducting meetings. This protocol is designed to provide some guidelines for staff, but it is also pertinent to students and parents/carers, when using such platforms. Guidance from 'The Key', NSPCC and the Information Commissioner's Office has been referred to when creating it. Staff may also wish to consult documentation from their professional association on this topic.

Consent

Explicit written consent is not necessary from parents/carers for their child to engage in remote lessons/contact, as teaching staff are 'performing a public function'. In other words, staff are carrying out their normal duties but using a different medium to do this.

Please refer to the following protocol when using online platforms to meet or teach students.

Essential Points for staff

- Always use the school Google account.
- Sit against a neutral background and wear your staff identification badge.
- Avoid recording in your bedroom where possible (if that's not possible, use a neutral background).
- Smart casual dress (no pyjamas).
- Double check that any other tabs you have open in your browser would be appropriate for a child to see, if you share your screen.
- Use professional language.
- Maintain clear rules, as you would in the classroom.
- Ask students to be in a shared space in their house, NOT in their bedroom.
- Students must also be dressed appropriately (you may choose to ask them to turn their cameras off).
- Ask parents who might also be there to be mindful that other children might see or hear them and anything in the background.

For your own protection, you may wish to make a recording and keep a log of video calls. Please alert the person that you are meeting with if this is being done.

We inform parents/carers through our correspondence channels that all meetings may be recorded by staff, for school records only.

How to record your meeting

To record in Google Meet:

1. In the meeting, click 'More' (the 3 dots) > 'Record meeting'.
2. Wait for the recording to start.
3. When you finish, click 'More' > 'Stop recording'.
4. Click 'Stop recording' again to confirm.
5. Wait for the recording file to be generated and saved to the Google Drive > My Drive > Meet Recordings folder. The meeting organiser and the person who started the recording will also get an email with the recording link.

You'll need to be using the computer version of Google Meet to record. Save any videos in work accounts, not personal ones.

Guidance for making telephone calls

Do this through parents'/carers' phones only (unless this itself poses a safeguarding risk) and in all cases make sure parents/carers are aware and agree. Also:

- Call in school hours as much as possible.
- Make sure someone else at school is aware, and keep a record of the date and time of each call.
- Have a parent there with the child, and have the phone on 'speaker phone'.
- Block your number so that recipients do not see it
- If possible, have another member of staff present while making the call

Disciplinary issues

Normal school disciplinary procedures apply and any inappropriate behaviour will be dealt with accordingly.

Safeguarding concerns

Should any safeguarding concerns arise, staff should refer to the school policy and consult with Designated Safeguarding Leads if required.