

Crofton Junior School



Live Online Sessions Policy

January 2021

In order to ensure that the live online sessions provide a safe and effective learning experience for all, the following responsibilities must be adhered to:

Head Teacher Responsibilities

- Liaise with professional partners to ensure that staff have access to appropriate and effective technology.
- Liaise with the Professionals Online Safety Helpline if there are any breaches of practice at helpline@saferinternet.org.uk <https://www.saferinternet.org.uk/helpline/professionals-online-safety-helpline>
- Liaise with all staff to ensure:
 - A suitable timetable and curriculum of online live sessions;
 - That appropriate training is in place and they feel suitably skilled to make use of the Zoom platform in a safe environment;
 - That all safeguarding procedures are adhered to;
 - All learning packs are appropriate and are made available to collect in a timely manner.
- Liaise with parents/carers so that:
 - All children are able to access the online live sessions successfully;
 - All children are able to receive their home learning packs.
- Monitor pupil attendance and punctuality, behaviour and attitudes to learning.
- Ensure that incidents of unacceptable behaviour are dealt with in line with the school Behaviour for Learning Policy.
- Monitor the overall quality education; making improvements if required.
- Liaise with senior leaders including school governors regarding the implemented systems and overall effectiveness.

Staff Responsibilities

- Access the Zoom platform via their school email thereby making use of a school account.
- Use a school device and their own school profile.
- Maintain professional relationships with the children and any adult adhering to the school code of conduct.
- Follow all safeguarding procedures as described in KCSIE 2020 and the School Safeguarding Policy.
- Have another adult present at all times if possible. If this is not possible, wait until more than one pupil is in the 'waiting room' before admitting them into the session and end the session for all pupils at the same time.
- Conduct sessions and have contact with the children within the shared timetable, which runs within the usual school day.
- Make contact outside of the session with the parent/carer using their contact details and a school device only.
- Seated in a neutral area, where nothing personal or inappropriate can be seen or heard.
- Provide pupils with all resources required beforehand in order to access the session.
- Ensure that the resources and learning intentions reflect the needs of the children taking part in the session.
- Set the same standards of behaviour and attitudes to learning as in the school setting implementing the Behaviour for Learning Policy.
- Liaise with senior leaders if there are incidents of unacceptable behaviour.

- Implement school's rewards strategies.
- Only allow the names of participants into the session of those children who are expected to be joining. Ensure that names are visible at all times.
- Set the chat function so that all participants can see messages.
- Ensure that all participants are muted unless they are contributing to the learning or communicating with the teacher.
- Tailor the structure of the lesson to be able to provide timely and effective feedback to the children thereby addressing any misconceptions.

Pupil Responsibilities:

- Ensure they have the appropriate equipment and resources ready at the start of the session.
- Access all online session punctually.
- Keep their camera on throughout the session unless it has been agreed with the teacher that it is not appropriate.
- State their own name on the screen not nicknames.
- Demonstrate the same positive behaviour and attitude towards their learning as they would in school.
- Maintain the same positive relationships with their teacher and peers as they would do in school.
- Remain on mute unless contributing to the learning or communicating with the teacher.
- Contribute fully to the sessions taking an active part in their learning.
- Complete the tasks to the very best of their ability.

Parent/Carer Responsibilities:

- Inform the school if:
 - You do not wish your child to take part in the live online sessions;
 - You are having difficulty in accessing the sessions;
 - Your child is unable to attend any sessions for an individual circumstance such as illness.
- Support your child by ensuring that they have:
 - Their home learning pack prior to the session;
 - All resources and equipment they require;
 - A suitable space in which to work;
 - The support of a suitable person if possible.
- Liaise with school if your child is having any difficulties with their learning.
- Support school in promoting positive behaviour and attitudes to learning.

Policy adopted: January 2021

Review date: January 2023 or sooner if appropriate

