Bridge School Malvern

Remote and E-Learning Policy and Guidance

Rarified by Governing Body	Date March 22
Next review due by	March 2023
Last reviewed by staff(*Amended by Richard Love 13th September 2021 - revision details given to staff by email and at debriefs Hanley & BBC)*	13 Sept 2021
Next staff review due:	October 2022

Remote and e-learning provides greater flexibility for staff to deliver all aspects of the curriculum; and it provides pupils with greater opportunities for engagement.

This document provides the principles and procedures for staff conducting remote and e-learning sessions, and guidance on how to conduct them.

Never deliver remote or e-learning sessions outside of normal school hours, ie 9.00am to 3.00pm, Monday to Friday, term time only.

Remote and e-learnings sessions must be conducted using good teacher practice as set out in the Teaching and Learning Policy.

- Well planned activities
- Explicitly stated learning Objectives
- All pupils should be challenged
- Pupils are assessed against the learning objectives
- Feedback given using POP

Setting up a session

Staff must be familiar with all Bridge School Malvern policies. All policies that relate to working on site with pupils, relate to working remotely.

To set up the session do the following (where possible this should be done at least 24hours before the scheduled start)

1. From your personal BSM calendar create an event, scheduled to start at the beginning of the timetable lesson.

2. Invite all relevant pupils and the 'user'
    "remoteteaching@bridgeschoolmalvern.org". (Hanley sessions)
    "bbcremote@bridgeschoolmalvern.org" (BBC sessions)

3. Turn off 'quick access' setting for the Google Meet (see appendix at end of policy if you do not know how to do this).

4. When you start the session, start the recording immediately even if no pupils are yet ready to join.

Beginning the session

The session recording must begin before pupils join, once they have joined, confirm that your pupils are aware that sessions are recorded by reading out this statement.

"All remote teaching sessions at the Bridge are recorded for everyone's safety and training purposes. If you would prefer your face to not be recorded, point the camera away from you but leaving it so you can give gestures like a thumbs up would be ideal. You do have the right to turn your camera off but it helps me if it is on".

If a pupil joins late and was not present when you read it out first, read it again, it is a legal requirement that all pupils know a session is being recorded.

Ending the session

You will be prompted to save a recording of the meeting.

1. Place session recordings on the shared drive in this location
    Hanley:

    Shared Drives>Hanley Information>Remote Teaching>Remote Session Recording
    BBC:
    Shared Drives>BBC>Video Recordings>Session Recordings

2. Use the following format for file name - 'YourName_PupilCode_dd-mm-yy'
    (eg. 'Richard_STU_09-06-20').

3. Securely delete the recording from all your devices.

Safeguarding

Safeguarding online should be managed in the same way as face to face sessions, you should continue to follow the Bridge safeguarding policy.

Never use personal social media to engage in remote sessions and do not share personal details with young people over any communication platform.

Ensure that young people have their parental consent to take part in the online session and request that parents/carers are present in the home.

If your pupils are below the age of 13, then almost all online platforms will require their parents/carers to sign in on their behalf or authorise their accounts.

Technical considerations
Close all other apps, tabs and windows on your device before a session, especially programs that use a lot of memory or data, or docs with sensitive information, as accidental screen sharing can happen.

Try using headphones or earphones to improve the sound quality.

Make telephone contact with pupil(s) immediately if the connection drops out. Have a back-up plan in case the internet connection fails.

Aim to have the main light source facing you, as this will aid camera brightness, reduce glare, and allow pupil(s) to see your face clearly.

Key things to avoid

- Avoid using 4G data connections as they lead to poorer quality audio and video.

- Avoid having lots of apps or internet tabs open, as this may slow down your device and/or internet connection.

- Avoid letting many people use the same internet connection for high bandwidth apps like video streaming and gaming during sessions.

- Avoid using speakers to hear young people, as this will significantly reduce sound quality.

- Avoid having notifications on your device that will create audio-visual distractions.

- Avoid having sources of light such as windows behind you, as this will reduce image clarity for your pupil(s).

General Guidance
Start the session at the specified time.

Plan the session for a given length of time, according to your judgement of how long you can engage that pupil in meaningful work.

As a general rule, 40mins is a long time for an online session so be realistic.

Make sure the pupil knows how long the session will last and NEVER run over.

Make sure the pupil is aware of the specific purpose and learning objectives of the session at the start.

Staff at both sites must make a record of remote sessions on HAL.

Send any documents or links your pupil(s) may need via email before the session.

Be familiar with software features that you may need to use during the session, such as screen sharing, before you begin the session. Do not use technology that you are not confident in using. Some of the best remote sessions are technically simple and poor sessions often involve technology difficulties due to insufficient staff experience on the technology. Small low tech whiteboards held to the camera are a simple and effective ways to create dynamic engagement.

Check that the pupil(s) can communicate with you either through audio or the messaging function and that they can see and hear you OK.

Encourage pupils to be on camera as that is normal human communication, if they are unhappy with that (especially given it is recorded) we respect that choice but it is still better to have the camera on so pupils can use gestures or hold objects/work etc to the camera.

Be sure to recommend that if the connection is not stable, that they can let you know, and ask you to repeat what you have said. If the connection is really bad, switch to phone or reschedule.

Remind participants to turn off other applications that use connectivity, example, turning off streaming or gaming apps.

Remind pupils of the code of conduct for remote and e-learning. This will need to be done at first meetings, and repeated periodically as the coach deems necessary given their knowledge of the participants.

All disclosures or causes for concerns must be reported in the standard way (ie inform the Safeguarding lead, or deputy, feedback at debrief sessions, and record on Hal).

Group work
In addition to the above

- Remind pupils to mute their microphone if they're not talking, which ensures people are not distracted by other noise.

- If you believe pupils are not familiar with the code of conduct, take time out of your lesson to review it.

- Ask young people to use the text function to raise questions rather than interrupt someone speaking.

- Consider positive news sharing at the beginning of the session where participants can share good/ positive/interesting news with each other.

Conducting remote and e-learning from home

Ensure you have a private, confidential space, free from background distractions or noise-disturbances. If possible, create a dedicated work area, and leave the majority of your home 'work free'. Set up a work environment that is as ergonomically friendly as you can. You may want to take your mouse and/or keyboard or chair from school. Avoid working from an informal setting, eg sofas (and never from a bedroom). Organising your home in this way will be key to helping you differentiate working from resting which will help you to 'switch off' and recharge.

Set expectations with other members of your household. For example, let them know when you are working and when you will be conducting online sessions to avoid interruptions and maintain confidentiality.

Create a work routine. This can help you stay on track and set work boundaries that prevent burnout. Your working day must not exceed your contracted hours. Never contact pupils or their families outside of 9.00am and 3.00pm.

Build in time to take breaks and walk around your home or outside to stretch and give your eyes a break.

Conducting remote lessons from a classroom with some pupils present in person

When an individual pupil cannot be in school (e.g. due to isolation or exclusion) BSM will seek to include the pupil as much as possible in their full time table, this will mean they will need to join the classroom session remotely. In these circumstances apply these guidelines.

1. Email any work pupils in class will be doing to them, try to use a format they can complete on a Chromebook/PC, they may not have a printer at home. Ensure they know how to return work to you.

2. At the start of the session check all pupils and yourself can hear and see each other, encourage all pupils to exchange greetings.

3. Position the camera and screen in such a way all pupils present and remote can see each other.

4. Encourage in class pupils to interact with any remote pupil using voice, messaging etc.

5. Screen share any presentation, videos or other media used in the classroom with the remote pupils.

6. Take whatever steps you professionally think will help to make all pupils feel equally involved no matter how they are joining the session.

7. These sessions do not need to be recorded if they are in school AND there are pupils present in the classroom, in all other circumstances remote teaching must be recorded for your personal safeguarding.

Related Policies

- Staff code of conduct
- Behaviour Policy
- GDPR Policy
- Equality and Diversity Policy
- E Safety Policy
- Data Security & Safety Policy (staff responsibilities)
- One to One Working Policy
- Safeguarding Children Policy

Appendix One **Google Meet setup**

(correct as of 13th September, Google may change the look of the interface at anytime but staff should aim for the same outcome and seek IT support if it is not clear)

When setting up google meets please use the following conventions (numbers refer to image below)

1. The title of the meeting should be the same as title that appears on the pupils' timetable

2. Times must also tally with pupils' timetables

3. Invited guest list must have you as the organiser, all pupils due to attend session and "remoteteaching@bridgeschoolmalvern.org"

4. Google meet settings must be set to turn off 'Quick Access'. (this is part of your personal safeguarding).

Bridge School Malvern

Consent for Recording Remote Learning

The Bridge uses a variety of online platforms to support pupils remotely, when working together on site is not possible.

For the safety of both staff and pupils, and for quality control purposes, sessions conducted by platforms such as Google Meet, will be recorded and stored securely. The recording will not be accessed unless there are concerns raised in the future.

Pupils will only be invited to meet between the hours of 9.00am and 2.00pm, Monday to Friday during term time. All the normal Bridge policies continue to apply to remote learning. The duration of the session will be agreed in advance and will end at the teacher's discretion.

Pupils will need to agree to the remote and e-learning code of conduct (see appendix).

Pupils should not accept links to online sessions meetings with staff unless it has been prearranged with that member of staff. Should your child be invited to meet online, by an individual or organisation pretending to be the Bridge, but you do not recognise them, or the meeting has not been pre-arranged, or the invite comes from any email not ending with "@bridgeschoolmalvern.org", then contact the Designated Safeguarding Lead immediately:

Sue Hornby suehornby@bridgeschoolmalvern.org

Deputy Safeguarding Leads
Kath Barclay kathbarclay@bridgeschoolmalvern.org (Hanley)
Vicky Gundersen vickygundersen@bridgeschoolmalvern.org (BBC)

If you are happy for your child to work with Bridge staff, using video conferencing, please provide your consent over the page.

Parent/Carer Consent (for pupils under 18)

I have read and understood the above and consent to my child using online remote learning platforms with Bridge staff and I consent to sessions being recorded.

I understand that I am responsible for supervising the suitability of my child's online access.

I will be providing appropriate supervision of their online remote learning.

Parent/Carer's Name	Signature	Date

Pupil's over 18 years old

I am 18 years old or over, and I have read and understood the above and give my consent to online remote learning with Bridge staff being recorded.

I am 18 years old or over, and I have read and understood the above and give my consent to online remote learning with Bridge staff being audio only *.

I agree to the remote/e-learning code of conduct.

Pupil's Name	Signature	Date

Please sign and return this form to the office.

Consent can be withdrawn at any time, in writing. Please email:
Kath Barclay kathbarclay@bridgeschoolmalvern.org   (Hanley)
Vicky Gundersen vickygundersen@bridgeschoolmalvern.org (BBC)

Remote and E-Learning Code of Conduct (for pupils)

Always

- Follow the instructions of your coach

- Be polite when you send messages to others

- Respect the differences in people, their ideas and opinions

- Report anything you see online that makes you feel unsafe or uncomfortable. Speak to your coach if you don't know how to do this

- Keep your user name and password a secret

- Lock your computer when not in use

Never

- Swear or say unkind things to others, verbally, by text or by gesture

- Engage in bullying or aggressive behaviour

- Threaten or intimidate others

- Share login credentials with anyone else or use someone else's email address

- Pretend to be another person.

- Set up accounts in another person's name.

- Tell a stranger the following information: Your name; Your home address; Your telephone numbers; Any other personal information about yourself or any of your friends.