



## Remote and E-Learning Policy and Guidance

Approved by Education Sub Committee	March 2021
Next review due by	March 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-learning sessions must be conducted using good teacher practice as set out in the Teaching and Learning Policy.

See Appendix for information on Zoom account settings.

### **Before starting 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.

Ensure you have parental consent, and that you are aware whether it is for audio and visual recording, or just audio.

Ensure that parents/guardians and the pupil are expecting to receive the video call link (Google Meet). Send them the link and ensure it is password protected so only those invited can attend.

Provide clear instructions needed to join.

The follow actions are essential when setting up meetings

1. Enable 'waiting room'
2. Enable automatic recording of meeting
3. Enable 'record text'
4. Disable permission for pupils to record the session

### **Beginning the session**

Confirm that your participants are aware that sessions are recorded, for their protection and yours. If you have consent for audio recording only, confirm this with them and advise them that because they have selected audio only, they must say if they see anything that causes them concern or makes them feel uncomfortable, so that there is an audio recording of their concern.

### **Ending the session**

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

1. Place that recording on the shared drive in folder called 'Zoom Lesson Recordings' using the following format for file name 'YourName\_PupilCode\_dd-mm-yy' (eg. 'Richard\_STU\_09-06-20').
2. Email Richard Love immediately. You will receive an email back confirming it has been saved.
3. Securely delete the recording from all your devices.

Finally, make a written record of the session on Contact Sheets.

### **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 whenever possible.

Always start your sessions with 'just to remind you, we record all online sessions' (this will be on the recording).

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 for when internet connect 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 as appropriate to setting (ie Hanley will record sessions on Hal).

Never conduct sessions from your bedroom and always dress as you would if you were working on site. Professional standards must be maintained at all times.

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.

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.

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 cause 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.
- The Code of Conduct should be shared at the beginning of the session.
- 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 where it is most comfortable, 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.

**Associated Documents**

Consent for Recording Remote Learning  
Remote and E-Learning Code of Conduct  
Staff Code of Conduct

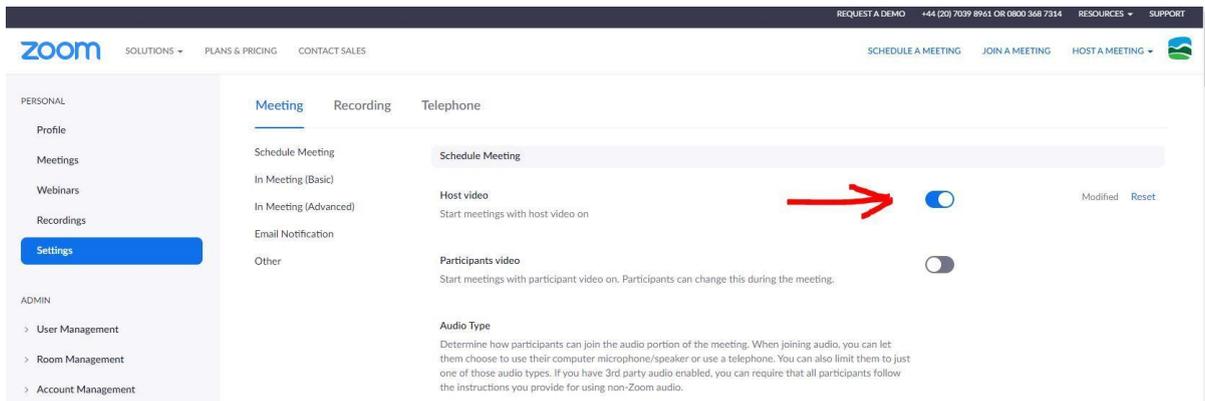
**Related Policies**

Behaviour Policy  
GDPR (Data Protection) Policy  
Equality and Diversity Policy  
E Safety Policy  
Data Safety & Security Policy  
One to One Working Policy  
Safeguarding Policy

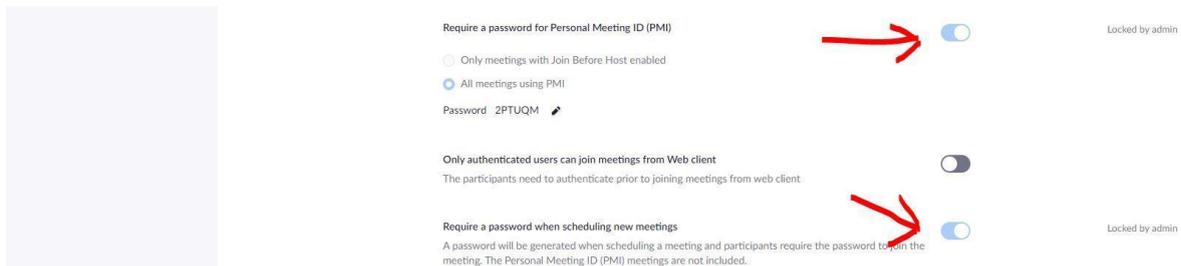
# Appendix to Remote and E-Learning Policy and Guidance

## Zoom account settings

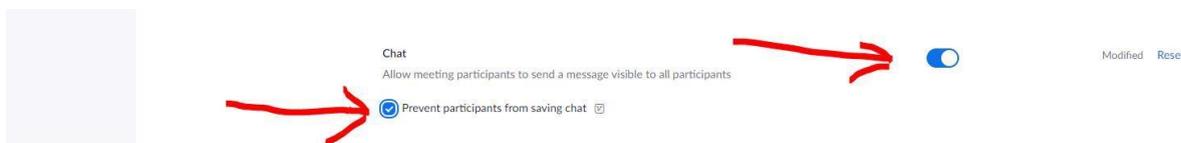
Login to your account on a desktop/laptop computer (if you use a phone/tablet or other app, the layout will be different) and change all settings with a red arrow on them to match the screenshots below below.



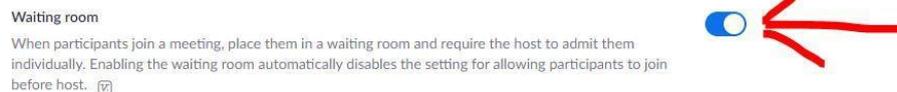
Scroll down page to (these are likely to be set by system but check anyway)



Scroll down some more to



Scroll down to



When you schedule a meeting make sure these setting are in place

On browser will look like this

Meeting ID:  Generate Automatically  Personal Meeting ID 533 474 6106

Meeting Password:  Require meeting password

Video: Host  on  off   
Participant  on  off

Meeting Options:  Enable join before host  
 Mute participants upon entry   
 Enable waiting room   
 Record the meeting automatically on the local computer

On desktop app will look like this

**Schedule Meeting**

Topic:

Start:

Duration:

Recurring meeting

Meeting ID:  Generate Automatically  Personal Meeting ID 438 224 9932

Password:  Require meeting password

Video: Host:  On  Off   
Participants:  On  Off

Calendar:  Outlook  Google Calendar  Other Calendars

Advanced Options:  Enable Waiting Room   
 Enable join before host   
 Mute participants upon entry  
 Automatically record meeting on the local computer

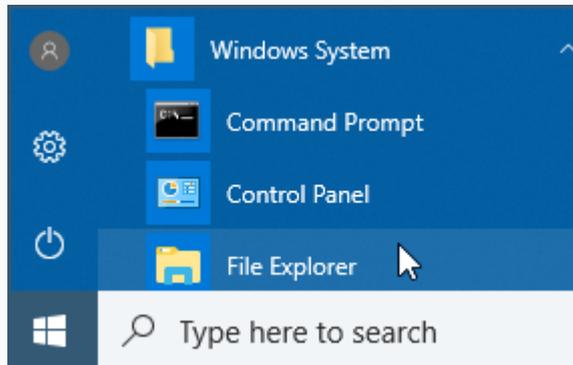
### At end of meeting

Zoom will convert the recording of the meeting and save it into a folder called something like “2020-06-09 10.55.14 My Meeting 93693273121” inside a folder called ‘Zoom’ in your ‘documents’ directory. Rename that folder ‘YourName\_PupilCode\_dd-mm-yy’ (eg. ‘Richard\_STU\_09-06-20’).

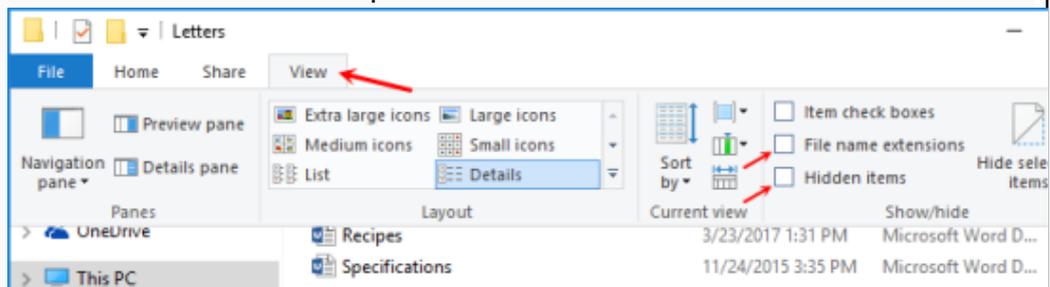
There will be typically 4 files in that folder. If the pupil's consent does **not** include videoing visuals (i.e. audio only) delete any file with the extension '.mp4' (these will be called something like 'zoom\_x.mp4').

If you cannot see file extensions on your computer follow these steps

1. Open **File Explorer**; if you do not have an icon for this in the task bar; click Start, click Windows System, and then File Explorer.



2. Click the **View** tab in File Explorer



3. Click the box next to **File name extensions** to see file extensions

Place the recording folder onto the shared drive in folder called 'Zoom Lesson Recordings' using the following format for filename 'YourName\_PupilCode\_dd-mm-yy' (eg. 'Richard\_STU\_09-06-20'). When you can see it has been uploaded 'secure delete' all parts of the recording from all your devices and email Richard immediately.