



Online Teaching & Learning Policy

April 2020

1. Introduction

- 1.1 St Chris will be moving to a remote teaching model as our school adapts to the current COVID-19 crisis.
- 1.2 Government guidance: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>, from 23 March 2020, indicates that emergency legislation may be used to dis-apply or modify requirements and arrangements in schools. Whilst this happens, our top priority as a school remains the safeguarding, wellbeing and support of our pupils.

2. Safeguarding

- 2.1 The safety of pupils is central to all policies and processes at St Chris. Safeguarding has always been, and remains today, an approach to identification, assessment and mitigation of risk. In the online world there are specific considerations to address.

3. Training

- 3.1 Staff have been trained on our chosen platform, Microsoft Teams, to enable consistent understanding. Teams is the only platform teaching staff will be using (peripatetic music have difference guidance (Appendix A 'Guidance for virtual teaching and learning: peripatetic music').
- 3.2 Staff have received written guidance regarding safeguarding (Appendix B: 'Virtual learning platforms: guidance for staff').
- 3.3 INSET sessions on potential safeguarding issues will take place in April 2020.

4. DSL

- 4.1 The DSL, Rich Jones, will remain on-site throughout the entire closure period and be responsible for the continuity in safeguarding leadership.
- 4.2 The DSL will continue to work the DDSL team remotely and meet with Gavin Fraser-Williams on a daily basis to continue to triage any MyConcern incidents and discuss any significant pastoral matters.
- 4.3 The DSL team will remain available and contactable remotely (via phone and Teams) throughout any closure period.



5. Raising Concerns

- 5.1 Staff have been instructed to report any concerns about children in the usual way. It remains a twofold process:
 - 5.1.1 Contact a member of the DSL team via phone or Teams.
 - 5.1.2 Complete a report form on MyConcern, which the team will triage.
- 5.2 Staff have been instructed to report any concerns regarding a member of staff in the usual way. Either contact the Head or, in his absence, the Chair of Governors.

6. Online behaviour – pupils

- 6.1 Pupils, and their parents, have been made aware that our current policies on Acceptable Use, Behaviour, Anti-Bullying and Code of Conduct still remain in place during the remote process.
- 6.2 Pupils, and their parents, have received further guidance from the School regarding being safe and appropriate online, at all times.
 - 6.2.1 Lessons begin at the same time as normal and with your current timetable. There is a 5 minute window before the start to get logged in and be ready to begin working.
 - 6.2.2 Pupils should be in a quiet room (not their bedrooms), with books, notes, pens and paper ready. Pupils should be dressed appropriately in case their camera turns on, as you would for a normal lesson at school.
 - 6.2.3 Before joining a Team, pupils should ensure that their microphone and camera are disabled until the teacher says otherwise. This can be done on the screen.
 - 6.2.4 You should behave in a manner appropriate to the classroom. The text chat should only be used to ask questions to the teachers.
 - 6.2.5 Should you have questions, they should ask first using the text-based chat. Pupils can then un-mute their microphone to ask the teacher questions.

7. Online behaviour – staff

- 7.1 Staff have been made aware that the Code of Conduct (staff) still remains in place during the remote process.
- 7.2 Staff have been given further guidance regarding being safe and appropriate online:
 - 7.2.1 Pupils must not be working in their bedrooms during your lessons.
 - 7.2.2 Teachers must be aware of their surroundings and have a neutral background wherever possible. There is a 'background blur' tab you can use on MS Teams (on if your computer is a more recent model).
 - 7.2.3 Pupils and teachers should be dressed appropriately for a normal lesson (no pyjamas, dressing gowns, etc).



- 7.2.4 Pupils should have their microphones and cameras disabled until told otherwise.
- 7.2.5 Staff should only be using pupils St Chris email addresses (if a pupil uses their own, you should reply to their St Chris account and also send that message in an email to parents too and inform Adviser if appropriate).
- 7.2.6 Please ensure lessons and pastoral meetings are recorded (this provides an audio and video account should anything go wrong).
- 7.2.7 You must avoid one-to-one online teaching/conversations unless this is pre-approved and arranged with parent and there is a third party present.
- 7.2.8 Staff, like the pupils, should consider the online learning environment as having the same professional boundaries as the classroom.
- 7.2.9 There should be no privately arranged face-to-face meetings taking place.
- 7.2.10 Staff should never broadcast from personal YouTube channels.
- 7.2.11 Should staff have a safeguarding concern please report it, as usual, to one of the DSL team members as soon as possible.
- 7.2.12 Staff should also use the MyConcern system to record concern. MyConcern can be accessed through RM unify as normal
- 7.2.13 The school policies regarding child protection, behaviour and acceptable use still fully apply in the remote setting and be rigorously/actively enforced.

8. 1:1 Session with pupils

- 8.1 St Chris has a culture of individualised educational support and bespoke 1:1 guidance and care. There are some considered risks within any virtual 1:1 interaction; however, the School has mitigated risks as far as possible.
 - 8.1.1 1:1 sessions may be required for one of the following reasons: IN lessons, Pastoral support, differentiation within academic delivery, UCAS and careers guidance, small classes where only one child attends, music lessons and academic feedback.
 - 8.1.2 Any 1:1 sessions must be with prior arrangement and agreement with parents, not the pupil.
 - 8.1.3 Parents or a responsible adult must be present and 'check in' at the beginning of the session. If this proves impossible (due to illness or critical worker status) then a member of the DSL team, pastoral team, SMT or SENCO must also be present during the 1:1 session.
 - 8.1.4 1:1 session must only happen between 8:30 am and 4:00 pm.
 - 8.1.5 All 1:1 sessions must be recorded.
 - 8.1.6 All sessions must take place on MS Teams, no other method is acceptable.
 - 8.1.7 All sessions must be logged with DSL team and can be retrievable from the MS Teams cloud storage.



- 8.1.8 Staff will be prompted to say, at the start of each session “just to make you aware this session is being recorded and will sit on a secure area with MS Teams”

9. Pastoral and Registration

- 9.1 Ensuring the health, safety and wellbeing of our pupils remains paramount at St Chris: arguably more so than ever when working remotely from home and isolated from peers and teachers.
- 9.2 During the remote period our Pastoral links will be maintained with all students via the established Adviser/Personal Tutor relationships. This will take the form of a Company/Tutor Group Meeting at least one morning each week, followed by individual pastoral/wellbeing contact with each child via email/MS Teams.
- 9.3 Additional individual Pastoral support is offered through 1:1 remote meetings with a child and their: Adviser/Head of Year/Director Pastoral Care/Go-To person.
- 9.4 These 1:1 meetings will follow the established safeguarding protocols for 1:1 meetings, and will typically take place during Pastoral Time from 8:40 to 9:00 am each day. Children and their parents, especially those on the SEND list, can also access extra 1:1 pastoral support via the IN team in the same way.
- 9.5 St Chris will continue to operate our "open door" policy whereby any child can contact any member of SMT directly, via email or MS Teams, whenever they have an issue they would like to raise. The same safeguarding protocols still apply in this setting.
- 9.6 The school email address for reporting bullying (bullying@stchris.co.uk) will continue to operate, with any emails going to HoY Team and DoP/DDSL.
- 9.7 The School Counselling Service will operate remotely, via telephone, for all students currently seeing our counsellor. There will not be any new referrals, but the Counsellor can signpost teachers, parents and children to other sources of specialist support.
- 9.8 Establishing routine and structure is a key aspect of maintaining positive mental health when isolated and working remotely. Registration of attendance at school will take place each morning between 8:30 and 8:40 am via MS Teams, with Advisers/Tutors passing on details of school Registration to Rm12 colleagues on line - who will then follow up on any absences by contacting parents in the normal way.
- 9.9 Registration of attendance in classes will be carried out by the class teacher, with absences communicated home by the class teacher at the end of the school day (after checking the Rm 12 "children confirmed as being absent today" email) to raise a concern.
- 9.10 The PSHE programme will continue to run at scheduled lesson time. Additional input regarding emotional and physical health, safety and wellbeing will delivered during each day: with extra advice and guidance given to pupils about exercise, food/nutrition, emotional wellbeing, relaxation, mindfulness, support networks, and seeking help/advice. These will typically take place during morning Pastoral Time from 8:40-9:00 am, Little Break (10.10-10.30 am), and Lunch (12.40-1.40 pm).



- 9.11 Any concerns regarding inappropriate behaviour during the school day should initially be addressed by the member of staff witnessing them - giving guidance to the child about correct and proper conduct. The Adviser and HoY should also be made aware via email. The Adviser and HoY will decide on further steps, which might include further contact with the child, contact home, or involvement of the Director of Pastoral Care/SMT. All safeguarding concerns MUST be reported on MyConcern AND raised with the DSL team immediately.

Rich Jones
Deputy Head



Appendix A

GUIDANCE FOR VIRTUAL TEACHING AND LEARNING: MUSIC LESSONS

Teachers will be mindful and proactive in their continued safeguarding duties as we move to a virtual learning teaching model.

The School will be using Microsoft Teams exclusively as our remote teaching platform. This links directly to all School email accounts and lessons can be recorded and safety protocols adhered to easily.

Some peripatetic teachers will be able to continue with Zoom, etc but parents should be made aware of this and be responsible for setting up an account for their children.

Below are some guidelines regarding the teaching of music remotely.

1. **ALL** lessons should be organised and approved by parents, at an agreed time, and this needs to be strictly adhered to.
2. There should be a parent/care-giver present at the beginning of each lesson and remain nearby throughout should the need arise.
3. Pupils must not be working in their bedrooms during your lessons. Should their instrument (such as a piano) not be in a public space then the parent must be present at all times.
4. Pupils should be dressed appropriately for a normal lesson (ie. no pyjamas, dressing gowns, etc).
5. Pupils should have their microphones and cameras disabled until told otherwise.
6. Teachers will only be using pupils St Chris email addresses (if a pupil uses their own, teachers will reply to their St Chris account and also send that message in an email to parents too and inform Adviser, if appropriate).
7. Pupils should consider the online learning environment as having the same professional boundaries as the classroom.
8. No privately arranged face-to-face meetings should take place outside the school premises.
9. Staff will never broadcast from a personal YouTube channels, but should use one linked to and controlled by their School.
10. The School policies regarding child protection, behaviour and acceptable use still fully apply in the remote setting.
11. Lessons will be kept to a manageable length.
12. Language used by all concerned will be appropriate and professional at all times.

Should anyone have any queries or questions regarding safeguarding, do please contact me directly.

Rich Jones

Deputy Head and DSL

E: rich.jones@stchris.co.uk



APPENDIX B

Virtual learning platforms

Guidance for St Chris staff

After Easter the senior school will make the wholesale move to Microsoft Teams and virtual teaching and learning.

Guidance for using Microsoft Teams

The majority of staff should be cognisant with using MS Teams as a platform for communication and academic lesson delivery.

If there are still some concerns or queries you can either contact Adam or one of the SS 'super users' or return to the training tutorial Adam sent around some time ago.

<https://microsoftteams.eventbuilder.com/event/15026/occurrence/%5Bobject%20Object%5D/recording?rauth=30.592349.08ad7b472b8280c95b1d6a2572af88ec85e5540be07c23d0c3b9a919f70cb312>

It is a full one-hour tutorial on working with MS Teams but it is broken down into three sessions; before your lesson, during your lesson and after your lesson. For ease, the time codes are as follows:

- Before the lesson (09:09)
- During the lesson (34:30)
- After the lesson (43:35)

If there is a problem

Connection on Microsoft Teams keeps dropping out

1. Turn your Wi-Fi Connection off and on again
2. Restart your browser and/or restart your laptop/computer
3. Send an email to Adam or one of the super users for advice
4. Ensure the class are aware of issues by either contacting HoY, Andy or Rich

Cannot connect to Microsoft Teams

1. Check your connection works at home.
2. Check you are connected to the right Team group at the right time.
3. If you have a persistent problem, contact school.

Safeguarding and virtual learning

Staff must be conscious and proactive in their continued safeguarding duties and it is pertinent to highlight some key aspects in relation to virtual learning.

- Pupils must not be working in their bedrooms during your lessons.
- Teachers must be aware of their surroundings and have a neutral background wherever possible. There is a 'background blur' tab you can use on MS Teams.

- Pupils and teachers should be dressed appropriately for a normal lesson (no pyjamas, dressing gowns etc.).
- Pupil should have their microphones and cameras disabled until told otherwise.
- Staff should only be using pupils St Chris email addresses (if a pupil uses their own, you should reply to their St Chris account and also send that message in an email to parents too and inform Adviser if appropriate).
- Please ensure lessons and pastoral meetings are recorded (this provides an auditable account should anything go wrong).
- You must avoid one-to-one online teaching/conversations unless this is pre-approved and arranged with parent and there is a third party present.
- Staff, like the pupils, should consider the online learning environment as having the same professional boundaries as the classroom.
- There should be no privately arranged face-to-face meetings taking place.
- Staff should never broadcast from personal YouTube channels, but should use one linked to and controlled by their school.
- Should staff have a safeguarding concern please report it, as usual, to one of the DSL team members as soon as possible.
- Staff should also use the *MyConcern* system to record concern. *MyConcern* can be accessed through RM unify as normal
- The school policies regarding child protection, behaviour and acceptable use still fully apply in the remote setting.
- The DSL team will continue to meet on a daily basis to discuss concerns and triage where appropriate.
- *Should any member of staff have any queries or questions regarding their safeguarding responsibilities do please contact Rich Jones or Gavin Fraser Williams directly.*

Pupil roles and behaviour

- Lessons begin at the same time as normal and with your current timetable. There will be a 5 minute window at the start to ensure everyone is logged in and your pupils are ready to begin working.
- Pupils should be at a desk, in a quiet room (not their bedrooms), with books, notes, pens and paper ready. Pupils should be dressed appropriately as they would for a normal lesson at school.
- Before joining a Team, pupils should ensure that their microphone and camera are disabled until staff says otherwise. This can be done on the screen.
- Pupils are expected to behave in a manner appropriate to the classroom.
- The text chat should only be used to ask questions to the teachers.
- Should you have questions, they should ask first using the text-based chat. Pupils can then un-mute their microphone to ask the teacher questions.