

## Remote Learning Expectations

This document sets out how remote learning will be delivered at Westfield Primary Academy and details code of conduct expectations for staff and families.

### **Staff code of conduct**

When providing remote learning our staff will follow this code of conduct:

1. 1:1s should be avoided where possible; a parent/carer should be present for the duration of the session (in the locality).
2. Staff should not behave any differently towards pupils compared with when they are in school. They must never attempt to arrange any meeting, including additional sessions, without the full prior knowledge and approval of the school, and should never do so directly with a pupil.
3. Staff should make reasonable adjustments and specific arrangements for SEND pupils remotely as you would in the classroom.
4. Staff should only use platforms specified by the school. They should not attempt to use a personal system or personal login for remote teaching or set up any system on behalf of the school without prior approval.
5. All remote learning sessions must be recorded so that if any issues arise the video can be reviewed. The recording must be stored on the school's network or secure area of the cloud in an area that can only be accessed by those staff who need to. It will be retained for a year, after which time it should be deleted. Staff must not take secret recordings or screenshots of themselves or pupils during sessions.
6. Staff should conduct any remote learning sessions in a professional manner, as if they were in school. This includes being suitably dressed, using professional and appropriate language and not being in a bedroom or bathroom. Where the use of a bedroom is unavoidable, it should be impossible to tell that it is a bedroom, even if the camera slips. The camera view should not include any personal information or inappropriate objects and the background should be blurred/changed.
7. If anything inappropriate happens - or anything which could be construed in this way – staff must immediately inform their line manager and keep a written record. This is to protect staff and pupils.
8. Staff should look out for signs that a child may have been harmed or be at risk of harm, as they would if they were in school. Any concerns or disclosures must immediately be passed on to the Designated Safeguarding Lead or, in their absence, a deputy designated

safeguarding lead, in line with the school's child protection procedures.

### **What we expect from parent(s)/carer(s)**

To keep your child safe and ensure they get the most from remote learning, we expect you to:

1. Where possible be present for the duration of the session. Try to be in the room for all sessions, especially for younger children.
2. If your child has additional needs and attends mainstream school please liaise with the schools SENCO regarding what is working well or needs adjusting for your child. If your child attends a specialist provision (school or hub) then you will receive additional guidance from them and are invited to be in close contact regarding your child's specific needs.
3. Make sure your child does not join a session from a bedroom or bathroom. If joining a session from a bedroom is unavoidable, point the camera away from beds and any personal information.
4. All children should be supported to blur or change the background where possible.
5. Make sure your child, and anyone else who might be seen during the session, wears suitable clothing and is fully dressed.
6. Make sure that your child's language, and that of anyone in the background, is appropriate.
7. Do not take secret recordings or screenshots of the member of staff or other pupils during the session(s).
8. Make sure your child knows they can tell you if they are asked to keep a secret or anything happens or is said that is strange or makes them feel uncomfortable, scared or upset.

**If you have any safeguarding concerns about the member of staff, report them immediately to the Headteacher.** The Headteacher will follow the guidance in part four of [Keeping Children Safe in Education](#), which deals with allegations of abuse made against teachers and other staff.

### **What we expect from pupils**

1. Attend all lessons on time with a positive attitude.
2. Always wear suitable clothing when you are joining a session.
3. Always blur your background so nothing personal is on show behind you.
4. Be polite and respectful of others in the lesson just as you would be in school.
5. Follow your teacher's instructions if you have a question or answer you would like to share.
6. Let your teacher know if you are finding the work too hard or too easy.

7. If you have additional needs and are worried that you can't access or understand some of the home learning tasks, or are not receiving the feedback you need, let your teachers and family members know.
8. Never record or take pictures of anyone in your lesson.  
Let your parent/carer, teacher or Headteacher know straight away if you are asked to keep a secret or anything happens or is said that is strange or makes you feel uncomfortable, scared or upset.

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