



Protocol for On-Line Learning Sessions for Groups

Our Lady of Lourdes Catholic Multi-Academy Trust - Company Number: 7743523

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Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

Placing the life and teachings of Jesus Christ at the centre of all that we do.

Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents.

Working together so that we can all achieve our full potential, deepen our faith and know that God loves us.

Being an example of healing, compassion and support for the most vulnerable in our society.



1. Background:

Coronavirus and the school closures over the last year inevitably had an impact on the educational development of our pupils. Activities and tasks set for pupils to complete at home have been well received and are appreciated by pupils and parents/carers.

However, our pupils undoubtedly missed direct teaching from experts and input into the activities set. Clearly, the absence of direct teacher input in the learning cycle has a negative impact on the learning over time of children and young adults of all ages across Our Lady of Lourdes Catholic Multi Academy Trust schools.

This current academic year has been challenging for everyone with pupils and staff either self-isolating or off school with a positive Covid test. While pupils are off school due to self-isolation, it is imperative that teachers maintain contact with these pupils and support their learning through a 'blend' of independent work and 'remote live streaming' into their homes. This will ensure that progress is maintained, and social contact continues to support well-being.

The following guidance supports the use of remote learning while not being too onerous on staff and aims to engage our pupils with direct input from their class teacher.

2. Protocol for on-line remote lessons/discussion groups between Teachers and Parent(s)/Carer(s) and Pupil

Pupils will:

1. Be appropriately clothed – not in nightwear etc.
2. Be in a communal area of the house, e.g. lounge, dining room, kitchen.
3. Have appropriate equipment required.
4. Pupils are ***strongly advised*** to wear headphones to stop background noise distracting them during any live streamed lessons; this will be age dependent and would not be expected for younger pupils in the Early years or Y1.
5. Join 1 minute before the start time – the Teacher will admit the pupil as soon as they are ready.
6. Not take any photographs of other children on the screen during the live session.
7. Ensure that they communicate appropriately in any chats, posts or comments in live sessions or on channels as they would do in school
(If the teacher has any concerns that any of the above are not in place, they will end the session with immediate effect)

Parent(s)/Carer(s) will:

1. Receive a letter/email explaining that online lessons will be via pupils own secure school account.



2. Be asked to read a copy of Our lady of Lourdes safeguarding policy, this can be found at; <https://www.ololcatholicmat.co.uk/documents/policies/>. Each school has their own Safeguarding policy which can be found on their individual websites. There is an 'Addendum' to the Safeguarding policy in place for the school closures and this can also be found on the above website.
3. Contact the Head Teacher and schools senior Designated Safeguarding Lead (DSL) within 28 days of the lesson taking place if they have any Safeguarding concerns about the lesson or M. Dales (Trust Safeguarding Lead)
m.dales@ololcatholicmat.co.uk
4. Ensure that they are present at the beginning of any on-line remote sessions for all Primary age pupils; however, parents are not expected to sit next to their child for the whole lesson, this will be age dependent.
5. Be responsible for the behaviour of their child during the on-line remote session.
6. Not make any negative comments on group 'chats' or social media platforms regarding any lesson taught or activities taking place in the classroom. Any concerns should be raised separately with the headteacher.
7. Not take photographs or video of other children on the screen during the live session.

A. Live Streamed Lessons into a pupil's home

Head teacher will ensure that:

1. Parents are contacted and have a timetable of 'blended' learning available to their child while at home self-isolating; including access to live streamed lessons and independent work.
2. Ensure that parents are aware that all live lessons are recorded for Safeguarding purposes.
3. Explain to parents that any safeguarding issues arising during the session will be shared with the schools DSL and Headteacher.
4. Where there are behaviour concerns teachers reserve the right to terminate the remote lesson and these issues will be dealt with via the school's behaviour policy.
5. Parents to made aware of the protocol for pupils, parents and staff.

Member of staff will:

1. Email an outline of the session content to parent(s)/carer(s) before the session/s takes place via secure group email; this could be a weekly timetable. This may also be included in the meeting invite within a Microsoft Teams/Google Classroom meeting.
2. Teachers will book the sessions in advance on one of the following platforms: Teams Calendar, Google Meet, Zoom or other authorised). Another staff member could be invited to the meeting, either on a group basis, or individual staff member i.e. the class TA.
3. Change the meeting details to only allow the host to present (see further guidance).
4. Have any equipment required for the session ready.
5. Use appropriate professional language throughout the session.



The On-Line Session:

1. Staff will initially mute all - staff can use this to temporarily mute people at any time during the session. Staff can also remove people from the meeting from view if needed.
2. Join the lesson 5 minutes before it is due to start to ensure that the safeguarding settings are in place, these may differ based on software used but as a basis:
 - Background is on 'blur' or your environment is suitable sterile.
 - Record is on.
3. The staff member will set the lesson to 'record' and where possible disable participants webcams.
4. When the pupils join, the staff member will then admit each pupils to the on-line group session from the lobby or welcome the pupil if directly admitted as part of the organisation.
5. At this point, the staff member will ask for verbal confirmation that the pupils are ready for the on-line group session and have met the expectations; verbal confirmation from an adult is preferable for all Secondary pupils under 18 and **essential** for Primary school pupils.
6. Once confirmation has been received, the staff member will start the lesson. If at any point during the lesson the staff member feels uncomfortable due to a safeguarding concern, they will disable the video, or remove the participant and potentially abandon the lesson; any concerns will be reported to the Head teacher.
7. If there are any on-going behaviour issues during the on-line session, the pupil may be removed from the meeting, or the whole meeting may need to be ended and restarted without the offending pupil. This behaviour concern must be reported and dealt with via the school's Behaviour Policy.
8. At the end of the meeting, the member of staff will remove all people from the meeting.

B. When a Teacher is streaming live from home to the classroom, the head teacher will inform the parents of any arrangements regarding this scenario. In this scenario the teacher will be:

1. Be appropriately clothed for the lesson.
2. Blur the background.

On-line Session Guidelines:

A. Setup Office 365 Group (see Appendix A)

Staff can set up a 365 Group email for parents. Please be aware that parents can reply to everyone via this address. If staff have any concerns regarding negative 'chat', the user or group should be removed with immediate effect; the head teacher and parents must be informed.



B. Recording:

Recordings are not for training purposes, they must **not** be used to assess the performance of staff member/s, these are purely for Safeguarding the staff member from any issues which may occur during the session. Parent(s)/carer(s) will be alerted to the recording.

When using Teams, recordings are stored automatically online within Office 365 – after the meeting the recording pops up in the chat. If a Team channel meeting, this can be accessed by all in the channel, however it may be possible to change permissions on the recordings or move to another location if required.. Other platforms may store recordings locally, and these should be uploaded to Teams/Onedrive or another centrally accessible location.

Please note, if a meeting is setup as per Appendix A, all parties will enter a lobby and need to be admitted from here.

****Please note:** Recordings must be deleted after 28 days. Any complaints from parent(s)/carer(s) should be made within the 28 days prior to the lesson recording being destroyed.*

C. Child protection concerns;

All staff taking part in remote session must sign to say that they have read:

- Keeping Children Safe in Education Part 1;
- Safeguarding and Child Protection policy;
- Addendum to the Safeguarding and Child Protection Policy' (applies only during Coronavirus crisis);
- School Behaviour policy.
- Completed GDPR Training

All staff must have completed the Hays on-line Training.

If any safeguarding issues arise because:

- a staff member sees or hears something worrying during an online lesson
- a pupil discloses abuse during an on-line lesson or via email.

The staff member should immediately contact the Head Teacher/DSL in the first instance or m.dales@lolcatholicmat.co.uk (Moira Dales OLoL Trust Safeguarding Lead)

D. Booking

Ensure that the on-line group sessions are booked into the calendar prior to them taking place, so that the pupils and parent(s)/carer(s) are aware well in advance of date and time.

E. Consent and agreements

Before the remote sessions begin, please complete the following with the parent(s)/carer(s):

- Ensure that parent(s)/carer(s) have seen a copy of the schools safeguarding policy; this can be found on Our lady of Lourdes safeguarding policy, this can be found at; <https://www.ololcatholicmat.co.uk/documents/policies/>. Each school has their own Safeguarding policy which can be found on their individual websites. There is an 'Addendum' to the Safeguarding policy in place for school closures and this can also be found on the above website.



- Let the pupil and parent(s)/carer(s) know what they can do if they have any concerns about the sessions; contact the schools Head teacher/DSL (see above) or Moira Dales (Trust Safeguarding Lead) m.dales@ololcatholicmat.co.uk
- Email a list of activities taking place during the session to the parent(s)/carer(s) i.e. weekly timetable.
- Explain any support the pupil/s may need from their parent(s)/carer(s).
- Ensure that a parent(s)/carer(s) is present at the beginning of any on-line lessons for all Primary age pupils; however, parents are not expected to sit with older/more mature pupils throughout the length of an on line live lesson.
- Ensure that parents are aware that the session will be run via the pupil's school email account (via letter/email to the parent).
- Ensure that parents are aware that when they reply via an Office 365 Group email, all participants in the group can see the comments. Parents should not make any negative comments via this email address or on any other social media platform. They should in for their child's Head teacher of any concerns.

F. Behaviour

Staff must always behave appropriately when working with all pupils to ensure everyone feels comfortable and protected.

Staff must:

- Set appropriate boundaries and not be overly familiar with pupils.
- Never give children personal contact details.
- Arrange all remote sessions with the parent(s)/carer(s) of the pupil.
- Never make inappropriate jokes or comments to or around pupils.
- Never add, follow or interact with pupils on personal social media accounts.
- **Follow the school's Behaviour policy**; any inappropriate behaviour must be reported immediately to the Head teacher and dealt with via the school Behaviour Policy.
- End any session where one or more pupils are not adhering to the behaviour policy and restart the meeting without the offending pupils
- **Never use pupils' personal emails, to contact a pupil at any time outside of sessions booked in with parent(s)/carer(s)**

G. Emergencies

The school will hold contact details for the parent(s)/carer(s) of all pupils in case of emergency.

Teachers must make sure that pupil/s knows what to do and who to contact in case of an emergency.

H. Lone working

The member of staff must;

- Make sure that the parent(s)/carer(s) who is with the child can see and hear the member of staff hosting the beginning of the lesson.
- Follow the above protocol for starting and proceeding with the remote lesson.

Please note: Our Lady of Lourdes standard GDPR policy applies, and as the Data Controller, we will ensure the information provided will be processed, managed and safeguarded in accordance with GDPR requirements.



Appendix A:

Microsoft Teams meeting processes

Meeting setup

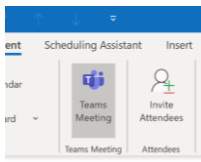
The easiest way to setup a meeting is within Calendar within Teams.

Create the entry at the relevant date/time and invite relevant people, possibly another member of staff for group meetings with external parties.

For group meetings where you are using external email addresses, please don't invite through this box as individual email addresses will be exposed to each person invited which is a GDPR issue.

Alternatively, you can create a meeting within a Team, and this would allow all members of the team to join as they wish (for pupil Teams, or to allow staff members across the school to join the meeting).

Alternatively, you can use the calendar in Outlook to create a meeting. Create an appointment as you normally would, and depending on the version of Outlook you have a Teams meeting button in the new appointment window:



If you click this it will set things up ready for the Teams meeting. Set the title, invite the other staff member and save. You will see that once you click the Teams meeting, you will have the join and meeting detail link in the details box.

Once the initial meeting is created, a link to the meeting should be shown in the details box, and a Meeting options link should also become available. The Join meeting link can be copied and sent out to relevant parties (probably through your normal system for emailing parents).

Click on meeting options you will be sent to a webpage like the below:



The screenshot shows the Microsoft Teams meeting options for a meeting titled "Test". The meeting is scheduled for 14 May 2020, from 17:00 to 17:30, and is hosted by W Ottewell. Under the "Meeting options" section, the following settings are visible:

- Who can bypass the lobby?** Set to "People in my organization" (dropdown menu).
- Always let callers bypass the lobby** Set to "No" (toggle switch).
- Announce when callers join or leave** Set to "Yes" (toggle switch).
- Who can present?** Set to "Everyone" (dropdown menu).

A "Save" button is located at the bottom right of the options panel.

Please set “Who can bypass the lobby?” to “Only Me” to ensure that pupils can’t join the meeting without the teacher being in the meeting already.

Leave the next 2 settings as shown above.

For security, please set “Who can present?” to “Only Me” or “Specific People” and add yourself and the member of staff you have previously invited.

Meeting Start

Please attempt to join the meeting 5 minutes before the scheduled start time.

The first member of staff able to access the meeting should enable recording using the 3 dots on the toolbar and “Start recording”. Recordings are currently stored on Stream for 20 days, but this behaviour is changing to store on OneDrive/Sharepoint, so you will need to ensure videos are deleted in line with retention and destruction policy.

The chat in Teams is to everyone and cannot be used for private messaging.

The button on the call bar with 2 people list the participants and those in the lobby. It will also be a way to quickly mute all and remove participants. The mute all button should be fairly obvious. To remove participants, if you hover over their name, three dots should appear and you can remove participant here (you can also individually mute or make presenter).

Keep an eye out for people joining the lobby, you can admit them from the participants list.



During the meeting

Keep the participants pane open, you can mute/unmute as you require

You as organiser/presenter will also be able to share your screen or powerpoints, and can also use a collaborative whiteboard etc (more information can be found <https://support.office.com/en-gb/article/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8>)

Ending the meeting

At the end of the meeting, click the 3 dots and end meeting or click the down arrow next to leave (depending on your version of Teams). You shouldn't press the hang-up button as this will leave the meeting active with users in it.