



Diocese Sheffield Academies Trust

ONLINE EDUCATION and VIRTUAL  
LEARNING:  
GUIDANCE

June 2020

## **Online and Virtual Education Guidance**

### **Introduction**

#### **Purpose**

This guidance sets out the provision of Online Education and Virtual Learning for pupils in the Diocese Sheffield Academies Trust.

This guidance seeks to:

- Ensure a high-quality learning experience for Online Education/Virtual Learning
- Make clear the responsibilities of all parties involved and the delivery of the lessons; and
- Safeguard all parties involved

#### **Protocol**

##### **Safeguarding:**

##### **Location of online video lessons**

The location in which both pupils and teachers take part in the online lesson should be in an appropriate room (not in a bedroom for example), and within earshot of a parent or carer. This will ensure the student can raise any concerns, whether practical or related to safeguarding.

Whilst space in houses may be limited, and may be shared with others, the teacher will work with the parents to make sure that whatever space is available to use is neutral, safe, conducive to learning, doesn't reveal any personal information, and doesn't present a safeguarding risk.

In order to prevent inappropriate content being shown to others via the webcam, the background shown should ideally be neutral, and not create a risk of offensive or age-inappropriate content being displayed. For example, there shouldn't be a TV or screen switched on, or posters that may cause offence.

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Teaching space should not reveal any details about the teacher's personal life. Care should be taken to remove anything that would not be appropriate in a face-to-face lesson either, for example, personal items, laundry drying, or anything that may distract students.

### **Professional Behaviour and Dress**

As lessons will happen in an informal home environment, it is important that both teachers and students follow the same behaviour as they would in a school environment. This will help minimise any safeguarding risks.

We advise:

- Having a parent or carer within earshot of the student taking part in the online lesson
- Appropriate dress, both staff and students should wear clothing that would normally be worn in public
- Following the teacher's instructions as students would ordinarily in the classroom environment
- Asking the teacher before leaving the session (e.g. for comfort breaks).
- Not taking phone calls, messaging others, or using devices that aren't requested by the teacher for learning
- Not having other browsers or apps open during the online lesson to reduce the risk of inappropriate content being displayed
- Not recording the lesson (if recorded, this would then be sent to all attending and this would present a risk). If a pupil starts recording the teacher has the admin rights to stop the recording immediately.

### **Reporting of concerns by a Child**

A parent/carers or responsible adult should be within earshot of the child during the online lesson. Pupils will be told that if they have any concerns before, during, or after a lesson they should ask the parent/carers for help. This could include for example:

- Technical issues with the computer or internet connection
- Other issues, such as not being comfortable with what is happening in a lesson
- Allowing additional time to set up the technology

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### **Mechanisms to Identify, Intervene, and Escalate Any Incident**

DSAT's Online Education and Distance Learning safeguarding follows the same reporting process as with face-to-face lessons in school. Any concerns will be addressed to the school's Designated Safeguarding Lead (names and contact information are on school websites) and procedure followed as per safeguarding policy (also on the school's website)

### **Communication and Data Protection:**

Our Online Education and Distance Learning programmes will be delivered through the TEAMS technology that is free and accessible to all of our pupils. Where schools are using TEAMS, our IT support have set up pupil accounts (without the email facility), which include the pupils initials rather than their name. This is a safeguarding feature. TEAMS lessons will be arranged by the teacher.

As part of this offer there are a number of principles in place to support safe learning programmes, these are outlined below.

### **Screen sharing and file sharing:**

TEAMS allows teachers to show their full screen or a chosen window, including teaching resources or websites. Teachers need to make sure they don't inadvertently display:

- Personal information - e.g., having a social media website open, which may reveal personal information
- Inappropriate content - e.g., photos, text, apps or websites that may display content unsuitable for children

For this reason, teachers should have a "clean" screen and desktop.

### **Taking screenshots, recording video of sessions and screen sharing**

Teachers will not make any video recordings or screenshots of sessions. Students will also be instructed not to do this. Although teachers don't have control of the student's devices, and so relies on trust, this will minimise the risk of images of children being made or distributed without parental consent. If teachers see that videos or screenshots are being made by the pupil, they will turn off the video immediately and remove the child from the lesson

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### **Parental involvement and Expectations:**

Having the support of a parent/carer in setting up the lesson is often needed as the invitations will be sent to a parent through class dojo or by text. We ask that parents/carers are within earshot as this is important for safety as well as for practical help. Parents/carers are expected to be present at the start and finish of lessons wherever possible.

The level of involvement of the adult during the lesson will depend on the age of the student. Younger children may need a person in the room to help keep them focused and safe, particularly if it is a new activity. But too much parental involvement can also be distracting or cause shyness with older students. In general, it is recommended that after the first few lessons, the parent/carer is within earshot but not “in the lesson” wherever possible.

No Online Education or Distance Learning programmes will be delivered to under pupils without parental/carer consent, which is why we send the invite to parents/carers. By deciding to log on and join the meeting they are consenting for their child to attend the virtual lesson.

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Letter to parents:

### **EXPECTATIONS FOR PUPILS WHEN USING TEAMS**

Dear parents and carers,

We recently wrote to you with information about our plans for teachers to use Microsoft Teams to support home learning. This week, we have been busy setting up class teams and pupil passwords, in readiness for our first online meetings next week. Teachers will be sending you a temporary password through the messaging system on ClassDojo so that your child can join their meeting. Children who are currently in school accessing learning, will not need to join.

We have attached instructions for setting up Microsoft Teams for your reference.

#### **Key things to remember before and during meetings:**

- Please download and test your device before the lesson to make sure everything is working.
- Make sure that the sound on the device is working and the volume is set at a suitable level.
- **The camera will need to be turned on and the sound unmuted.** Teachers will give an instruction to mute the microphone if they want children to listen for a longer time. This is to avoid background noises, including household conversations.
- Once the meeting has come to an end, teachers will ensure the meeting is closed by ending the meeting for everyone.
- Pupils should listen carefully to the instruction given by their teacher at all times and ensure they follow usual behaviour expectations.

We appreciate that some children might worry about joining Teams for the first time, especially if they haven't experienced this type of communication before. It is a new experience for many of our teachers too and there will, I am sure, be adaptations as we proceed. As always, your support and feedback will be much appreciated as we embark on our virtual journey. I am sure by now there are many Teams experts among parents already!

**We have included a parent guide for setting up Microsoft Teams and a Teams policy for your reference.**

Please let us know if you have any difficulty in setting up Teams or if you have any questions about our plans.

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### **Parent guidance:**

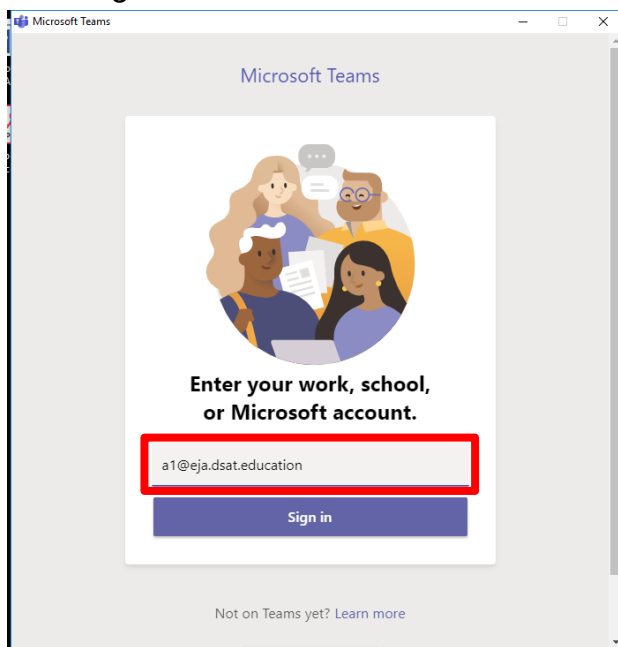
Microsoft Teams is a great way of teachers and children being able to take part in a virtual lesson. Every Monday afternoon, each teacher will start a 'Teams Meeting' which the children in the class can join. The teacher and other pupils will be visible to the children, can ask and answer questions, write on a whiteboard, show PowerPoints and other documents. It is very much like a real lesson without being physically there!

Documents, questions or worksheets following the lessons can be downloaded for use after the meeting. It is quite simple to use.

The following instructions will give you help on how to get set up and how to begin using Microsoft Teams to join a lesson.

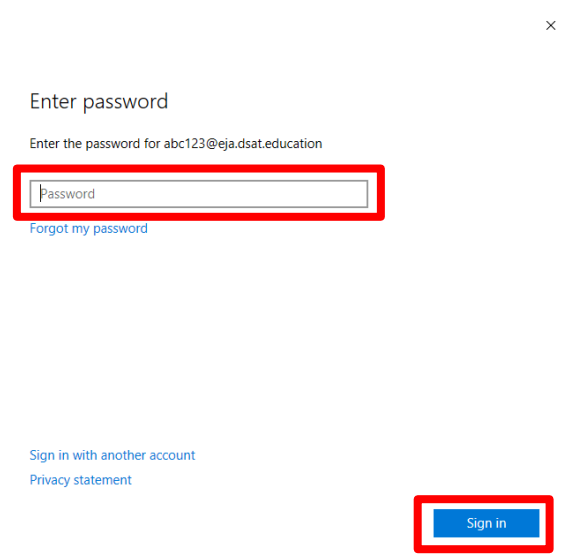
Start by downloading Microsoft Teams, either through the computer/laptop (Google 'Download Microsoft Teams') or the app store on your phone / tablet.

When you open Microsoft Teams, this box will appear. Type in your child's Microsoft account address ( passed on through ClassDojo/text) in the box and click 'Sign in':



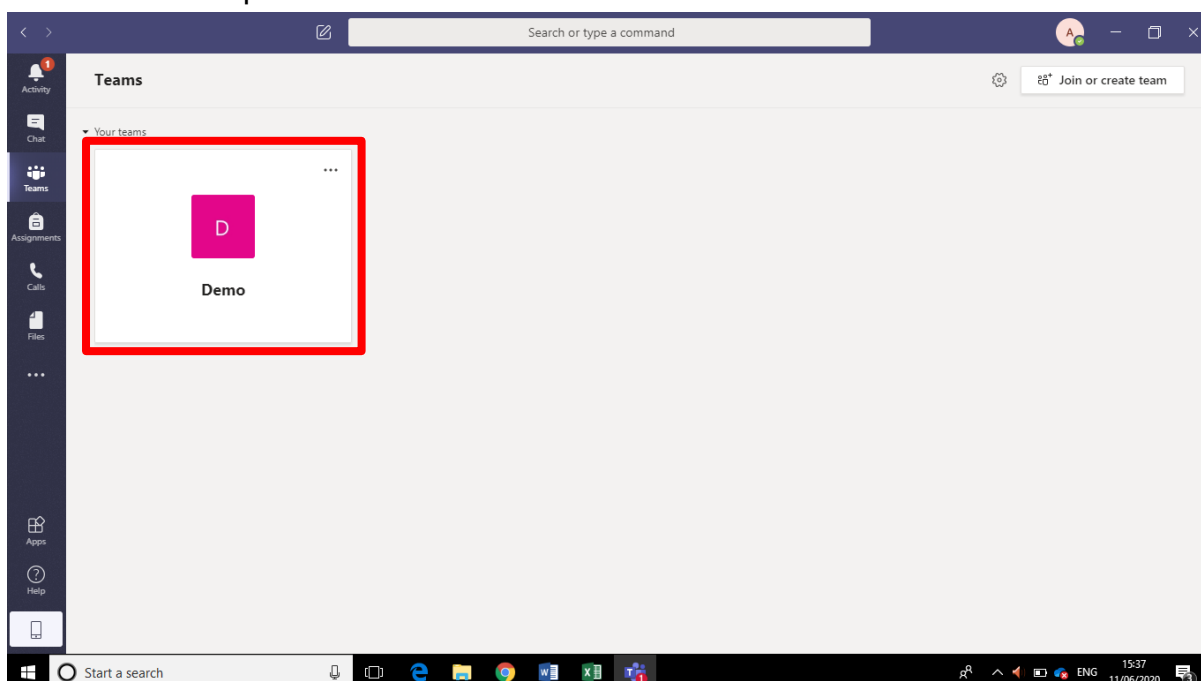
Then, enter your password and click 'Sign in':

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***\*NOTE TO PARENTS\*** As this is only a temporary password, at some point you should consider changing the password to something more memorable. You can do this in the settings.*

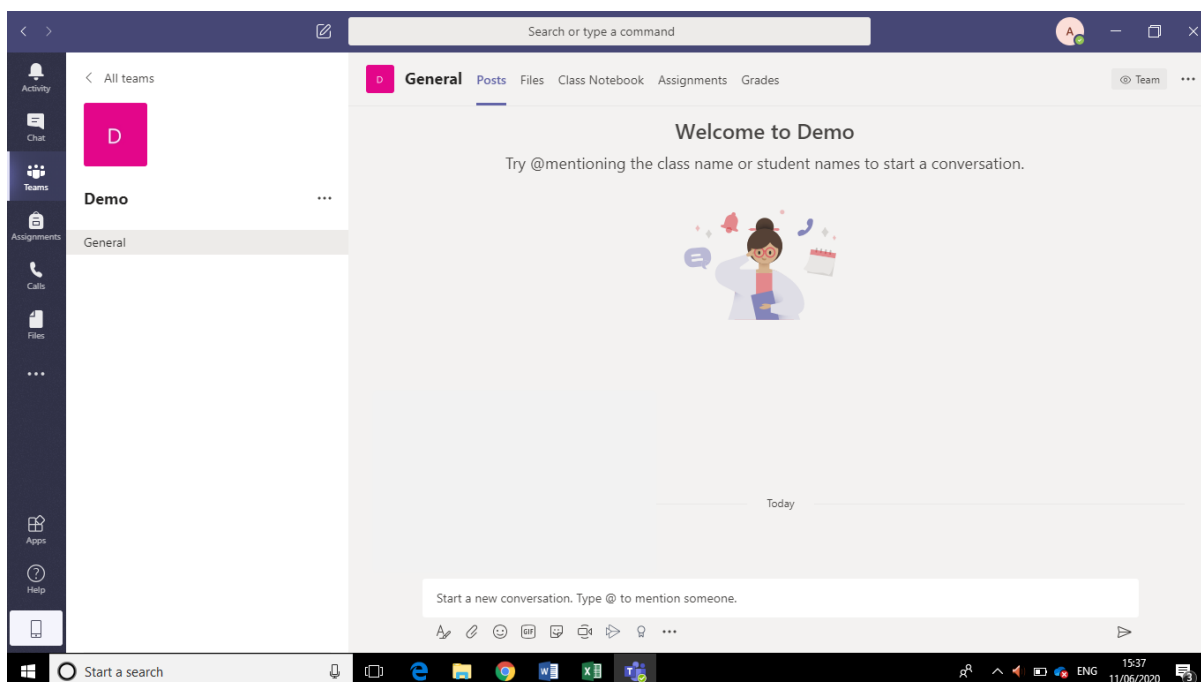
The teams that your child is in will then appear (your child's will be their class)  
Click the team square to enter:



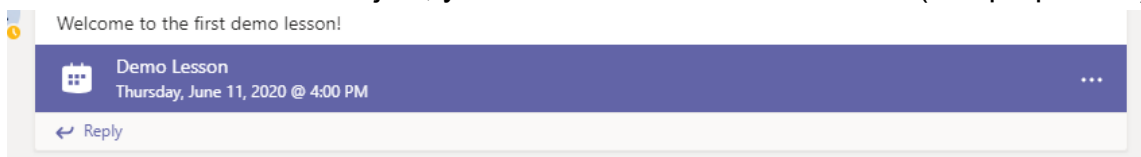
When you are in the team's general area, it will look something like this:



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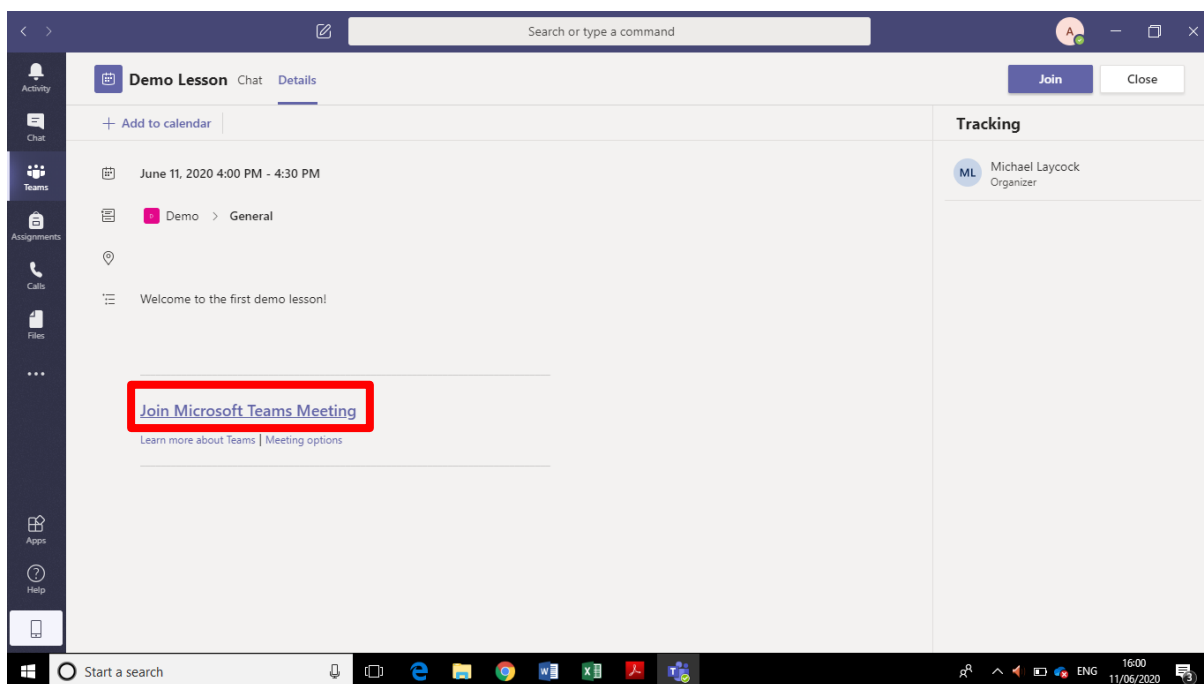


When there is a lesson to join, you will see this. Click the lesson (in a purple box):



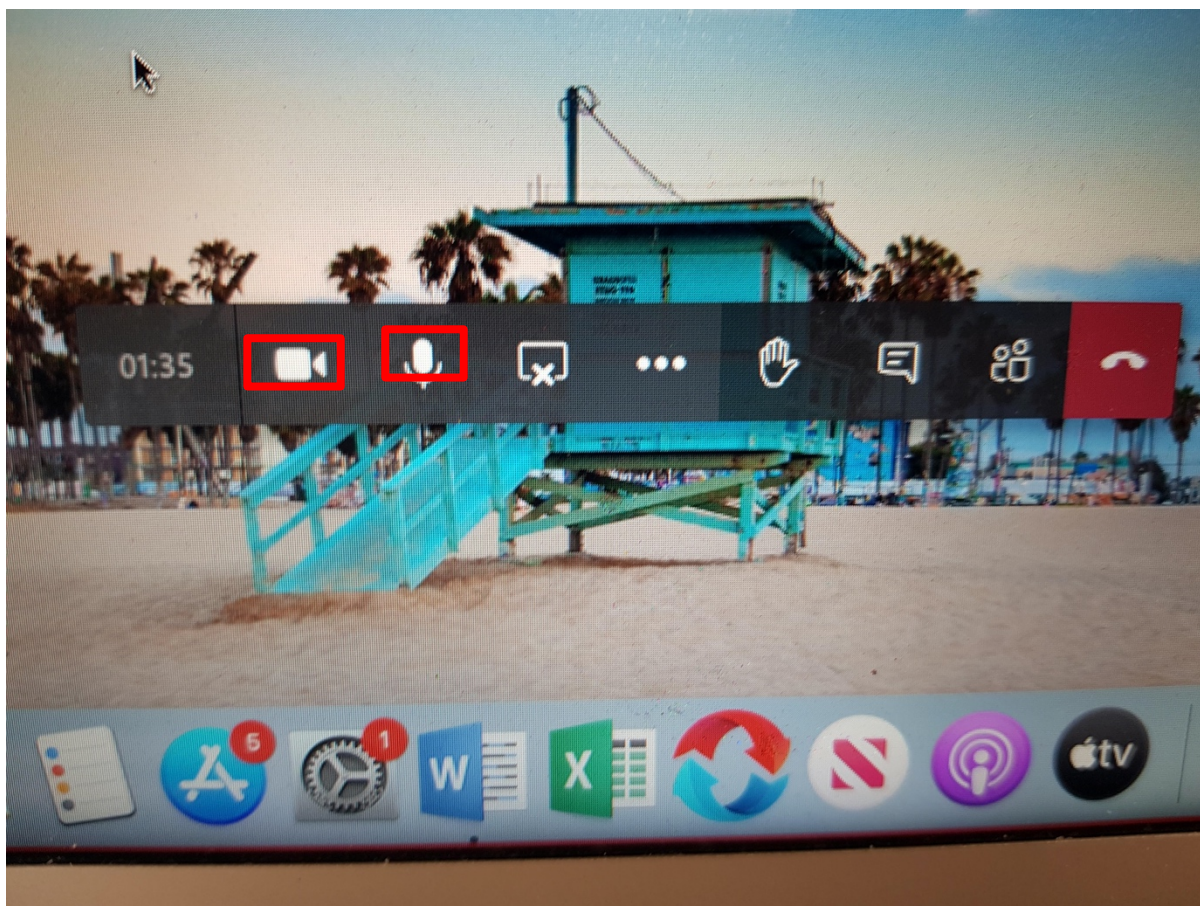
Then, click 'Join Microsoft Teams Meeting':

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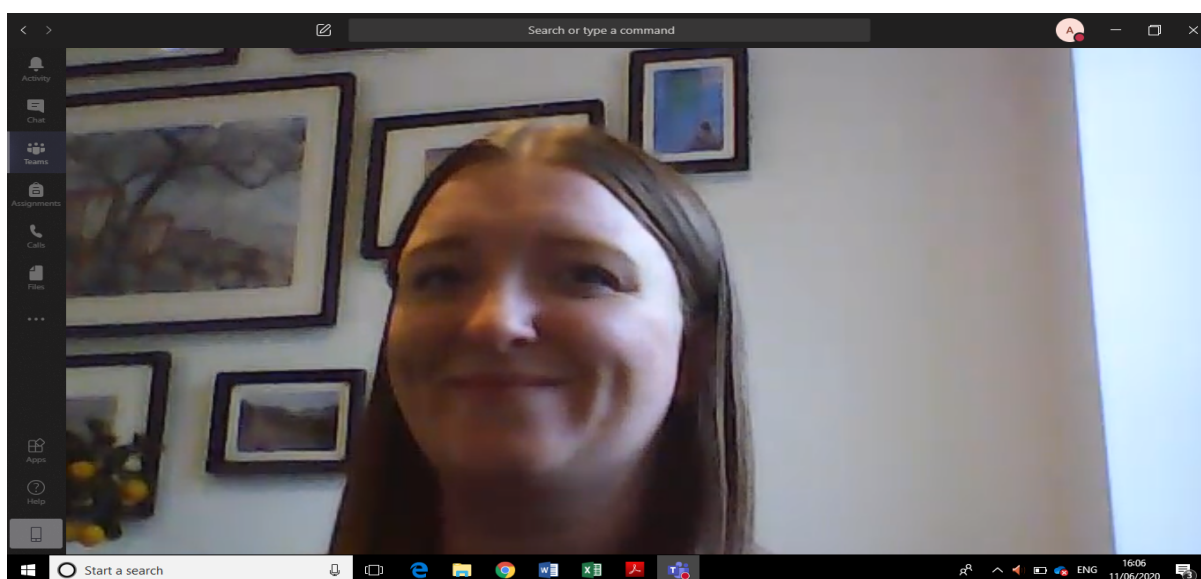
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Please ensure that the **CAMERA** and **MICROPHONE** are turned **ON**. Then, click 'Join Now'

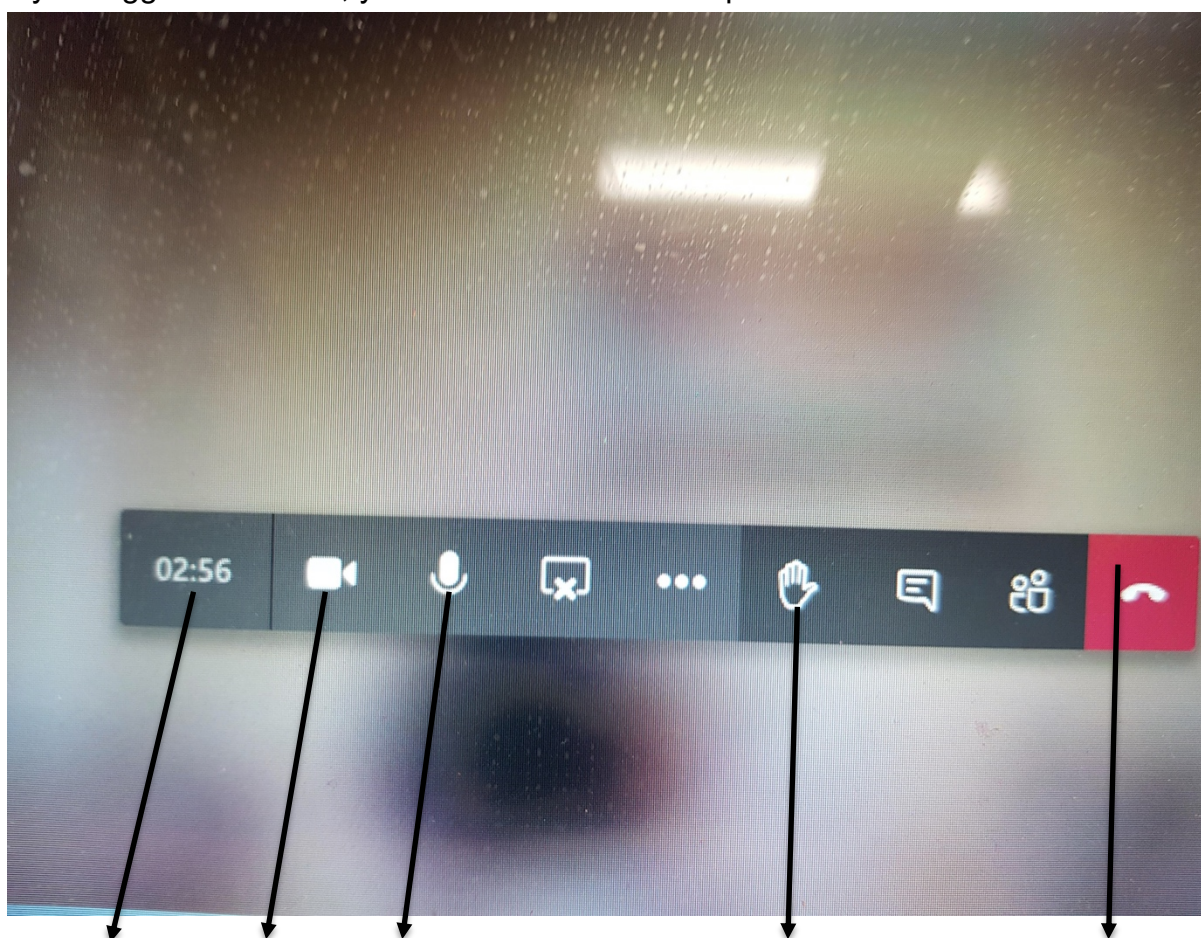


It may take a few seconds to join, but then you'll be able to see your teacher's face! There will be other boxes where your classmates are but you may not see them all until they begin to speak.

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If you wiggle the mouse, you'll see this box come up at the bottom of the screen.





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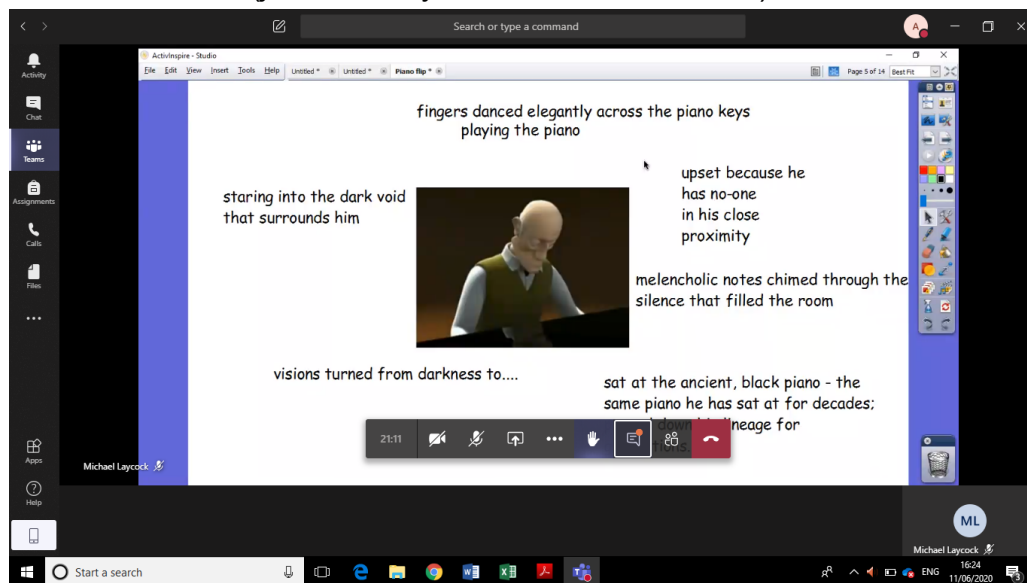
Mic  
turned  
on

Raise  
your hand  
for help

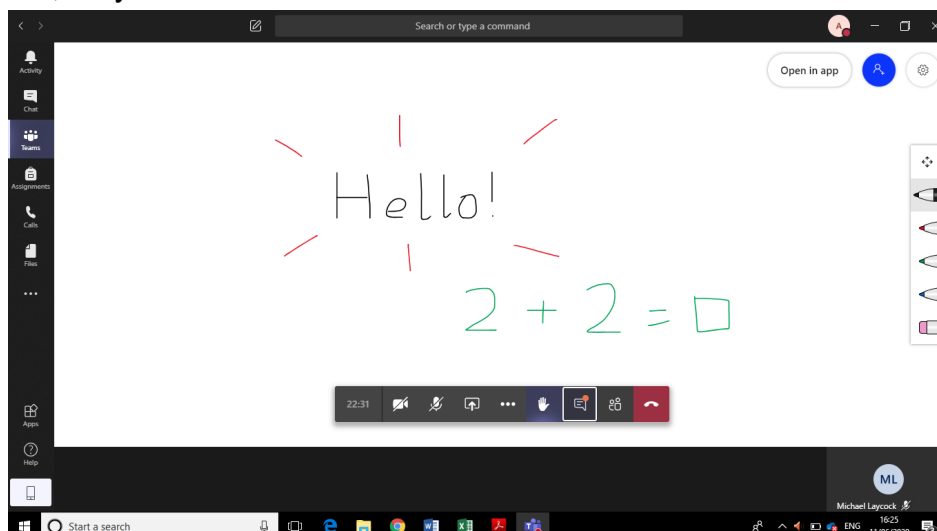
Hang up  
and leave  
lesson


**The other buttons you will not be needed for the lesson.**

On the lesson, your teacher will talk to you, ask questions, listen to your answers and share their slides (just like they do in a normal lesson!):



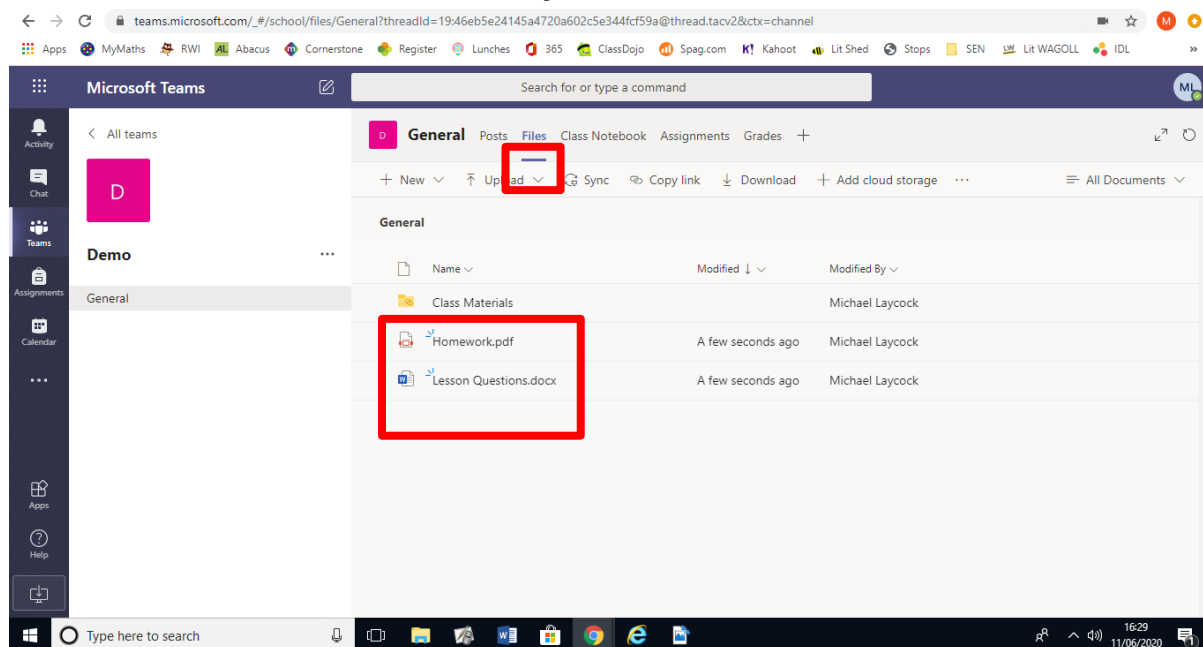
Sometimes, they will write on a whiteboard:



When the lesson is finished, please press the red telephone button to hang up and leave the lesson  Your child's teacher will confirm that everyone has left by closing the meeting for all.

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After the lesson, there may be some worksheets or extra questions for you to download in 'Files': **Teachers will let you know if this will be the case.**



Don't forget! When you've finished, make sure you log out to keep yourself safe!