



REMOTE LEARNING CODE OF CONDUCT

for Staff

Below are some things to consider if delivering virtual lessons, especially where webcams are involved. These form part of the Trust's Code of Conduct on online teaching and must be adhered to:

- Ensure that the Remote Learning Code of Conduct for Families has been shared prior to engaging in any form of live session
- Families should receive guidance in using Microsoft Teams prior to any live lessons (i.e. how to blur backgrounds)
- Sessions should be group lessons and not 1:1 UNLESS:
 - where a live session does need to be delivered on a 1:1 basis (i.e. when supporting a child with an EHC plan with personalised learning), the parent must agree to remain present and visible at all times and the session will be recorded
- Staff and children must wear suitable clothing, as should anyone else in the household
- Any staff computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred
- Wherever possible, two members of staff will be present within the live session
- The live session should be recorded so that if any issues were to arise, the video can be reviewed in the chat section. You should download and save a local copy for future reference if needed.
- Live sessions should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including that of any family members in the background
- Live sessions should be delivered through Microsoft Teams
- Staff must only use platforms agreed by The Kite Academy Trust to communicate with pupils
- Staff should keep a record of the meeting and non-attendance at any sessions held
- You are strongly advised to activate the 'Do Not Disturb' function when starting a session
- Staff should not 'leave' the meeting, but stay on until everyone else has left
- If appropriate, you may choose to switch to 'Together mode' in order to avoid seeing the children's home backgrounds.

