**Protocols for Remote learning** 

**Safeguarding protocols:**

* By accessing a Teams lesson all parents/carers are agreeing to their child taking part in a live streaming lesson and confirming that they have discussed the protocols with their child and that their child will abide by these protocols.
* If parents have any safeguarding concerns they can report this directly to the Safeguarding Lead by phoning the school or via the following e-mail stjulies@sthelens.org.uk
* The invitation link to the live streaming lesson will be posted on class Teams.
* Each lesson is to be recorded by the school for the safeguarding of all.
* Please note recordings are saved for 20 days and can only be accessed by the class.
* Children if they wish can have their camera on initially for a greeting and well-being catch up.
* Children will be asked to turn off their cameras when lesson and learning time begins and children can use the hands up icon if they need to ask a question.
* Normal school rules apply but in a virtual setting.
* Turn off your microphone when you enter the session and use the hand ups icon to ask a question or if you have a query.
* Recording and sharing of the lesson or any screen captures, other than by the member of staff, is strictly forbidden.
* Communicate in groups – one-to-one sessions are not permitted.
* Wear suitable clothing – this includes others in their household.
* Other family members including pets should not be on screen.
* Be situated in a suitable ‘public’ living area within the home with an appropriate background – ‘private’ living areas within the home, such as bedrooms, are not permitted during video communication.
* Use appropriate language – this includes others in their household.
* Use the necessary equipment and computer programs as intended.
* Ensure they have a stable connection to avoid disruption to lessons.
* Always remain aware that they are visible.