



## **Chiswick & Bedford Park Preparatory School**

### ***Protocol and guidelines for all staff when teaching remotely***

*All members of staff are reminded that they have a duty of care to safeguard children and that KCSIE and all safeguarding policies and Acceptable Use Agreements are still applicable.*

*These guidelines apply to any aspect of remote teaching but in particular, during pre-recorded and live sessions such as Google Meets.*

### **Please ensure that you adhere to these guidelines at all times and report any breach or issue to the headmistress:**

1. When videoing, staff should be in a safe and appropriate common space in their house with no personal items in sight and a plain background;
2. Staff must dress appropriately, i.e. smart casualwear;
3. Ensure family members are out of the room;
4. Pupils must follow the usual school and class behaviour rules during online sessions. Any misbehaviour must be reported to the Headmistress;
5. Behaviour and conversation between pupils and teachers should be exactly as we would expect in school i.e. not too informal;
6. All staff must use their school registered accounts and follow the School's Acceptable Use Agreement;
7. Ensure the content of the lesson is suitable for all pupils, including those with SEND;
8. Manage your IT system so that only your school email address is used. No personal email address or phone numbers should be used;
9. Follow the School's safeguarding procedures if any safeguarding issues are raised or a member of staff has concerns about any child;
10. If any member of staff has a concern about inappropriate use of the School's online resources or behaviour in online class, then they should report this immediately to Mrs Daniell and log the incident on MyConcern;
11. 1-to-1 sessions must be avoided unless by prior agreement with the Headmistress and then they should be done by telephone with a parent present;
12. Children should be reminded of safeguarding and who they can speak to if they have any concerns, even during their time at home; and
13. GDPR and Data Protection must also be complied with and any breaches notified to the DPO.