



Code of Conduct for Remote Learning

The purpose of this document is to outline our code in place to ensure safety for staff, children and parents.

Video Etiquette

When video calling colleagues or parents please remember to;

- Consider the background behind you and what people can see
- Consider what clothes you are wearing. Please ensure they are appropriate for who you are video calling
- If you have children at home, try to make sure they are not in the video call when it isn't appropriate
- If it is a private video call about sensitive or confidential subjects, then please ensure the call is in a private place with no one else around you.

Communication

The systems we are using to communicate with parents are:

- Class Dojo
- Parent Mail
- Twitter
- Safeguarding mobile or withholding your phone number when calling

Class dojo

School story is going to be updated by SLT only. If you would like to share anything with the school please send to SLT and it will be shared. This is to ensure parents are seeing all of our posts and important information.

To prevent the risk of parents being overwhelmed, please can you only post on class story, a maximum of three times per day (morning to set activities, check in or share important information and end of the day well done and check out).

If parents message you a question or concern that you are unsure how to answer please use something similar to:

'Thank you for message. I will speak to colleagues in school and we will get back to you'.

Any other responses to parents to be professional and brief. If the response is more complicated than a brief message, please ask your Phase leaders as it may be better to respond through a phone call. Please do not share your personal information such as your personal email or phone number with parents.



Code of Conduct for Remote Learning

Twitter

When commenting on or retweeting school or parents posts, please be mindful of:

- Which account you are on (school's or personal)
- Who has already retweeted this so parents are not seeing the same post many times
- The comments you make on parent's posts- please do not comment on any post made through an account in a child's name
- Please only comment, like or retweet on parents posts through our Portland twitter account and not your personal teacher accounts. Please do not retweet personal teacher posts on our Portland accounts.

Zoom

This to be used for staff to staff contact. Zoom is a form of video calling so please see the guidelines above in the video calling section as these apply to Zoom.

Please see below for National Safety Online's top tips for remote learning for teachers.



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10 TOP TIPS REMOTE LEARNING FOR TEACHERS

Remote learning can be a great way to continue learning outside the classroom, particularly in difficult circumstances. For school staff and teachers, there is a lot to consider and planning is key to ensuring a smooth transition from classroom to home. That's why we've created these top tips to help school staff ensure they deliver the most secure and safest remote learning experience they can, both for themselves and their students.

1) Familiarise yourself with the relevant policies

Whilst remote learning might be uncharted territory for you and your school, ensure you still adhere with the relevant policies around safeguarding, acceptable use, data protection, student behaviour and online conduct, for example.



3) Create and disseminate a clear distance learning policy and guidance

This is important so that parents and pupils are clear as to what is expected of you, including around behaviour and conduct. It will also provide them with a level of confidence and reassurance.

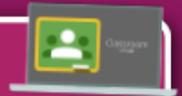
2) Consider your surroundings

The use of webcams, video and live streaming must be done with careful thought. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Avoid bedrooms.



4) Only use school approved platforms and communication channels

Make sure that you keep to communicating through official outlets, such as your school online portals or assigned email addresses. Never communicate using personal emails or numbers and refrain from communicating outside of school hours.



5) Maintain professional dress at all times

Treat any online lesson the same as delivering a lesson in the classroom. Maintain a professional image and never wear anything inappropriate or revealing. Encourage your students to also wear their school uniform.



6) Distribute a class timetable/schedule for remote learning

This will help to maintain a structure and lesson plan to classes. Include the frequency of lessons, duration, how they will be delivered, times for online and offline learning and any links. This will give parents a sense of structure and reassurance around lesson delivery.



7) Ensure you use the correct/appropriate technology

Remote learning will mean that you will need to employ the right technology and software to ensure that students are able to access learning in the safest and most secure way. Look to distribute a list of safe apps and software that are secure and won't raise any safeguarding concerns.



8) Protect personal data

Only use appropriate systems and software that require email and password login. It's always best-practice to only use school-provided email addresses.



9) Consider the needs of SEND pupils and vulnerable learners

It's important to try and accommodate all students, including children with SEND or those who are more vulnerable, and take into account different levels of learning.



10) Try to make lessons fun and engaging and encourage regular feedback

Remote learning is a fantastic way to be imaginative with teaching and learning and a great way to encourage independent thinking. Try to encourage a two-way flow of communication with parents and students to help maintain transparency and confidence in the learning process.

LOL!