

STUDENT PROCEDURE FOR LESSONS/ONE TO ONES - USING ONLINE PLATFORMS

We have taken advice from safeguarding professionals and our own colleagues to create the following protocols. There are some general rules and more specific information for how to conduct the sessions.

As we are delivering live lessons via online platforms, we have assessed any risks and taken appropriate actions to minimise potential harm to both students and staff.

General procedures

Platform Our preferred platform is Microsoft Teams. Only student's college email address or parents' and carers' email address will be used to communicate with students.

Recording All sessions will be recorded by the staff member for Safeguarding purposes. It is not acceptable for students to record or onward share parts or all of the meeting/ lesson.

Scheduling All online meeting must be scheduled during normal college hours and MUST be scheduled into staff and student calendars and not be 'ad hoc' in nature.

To comply with safeguarding measures, staff managers will have the capacity to 'drop in' to any session without prior notice.

Behaviour Any offensive, abusive or inappropriate behaviour will not be accepted and will result in the meeting being ended immediately and necessary reporting will take place.

Whilst using an online platform students must:

- Dress appropriately, as you would for college
- Use appropriate language at all times
- Ensure your location is appropriate, avoid being in a bedroom where possible, a shared space in your house is preferential.
- Please choose a suitable background before the session begins.
- Be punctual
- For group meetings, use the '*raise your hand*' and '*chat*' features to avoid confusion
- Students will not be able to stay in the livestream after the teacher departs.
- Test your audio and video before a scheduled call and put your phone on silent.