



Hinckley

ACADEMY

Online Lessons Policy

Date of last review:	September 2021
Reviewed by:	Azizah Pathan, Vice Principal
Approved by Governors on:	October 2021
Frequency of review:	Annually
Date of next review:	September 2022

Aims and Objectives

This policy and protocol sets out how Hinckley Academy and John Cleveland Sixth Form Centre (HAJC6) will conduct online lessons using a video conferencing platform to support remote working and learning.

Video conferencing offers several benefits to students over other online learning technologies. The most important is an opportunity for students to engage with their teachers, without being present in the same room, and to benefit from live presentations, interaction and discussion. For teachers, these sessions provide an opportunity to support students as they learn from home, to assess progress, identify areas for improvement, to provide feedback and to answer questions. The dynamic nature of a live video-conference enables teachers to adapt the style of learning to the needs of the group, to target the content of the lesson in a way that is appropriate for the students, and to provide extra support and clarification to individual students if required.

HAJC6 recognises the value in using this technology to support our students, and this policy sets out how the technology will be used, the expectations upon staff and students and how we intend to meet our safeguarding responsibilities in a remote learning environment.

HAJC6 will endeavour to safeguard students by adopting safeguarding procedures and a code of practice for all who act on behalf of the organisation. This document sets out our policy and code of practice for delivering online lessons using video conferencing technology. This policy covers delivery of online lessons to students in Year 7 - 13

Before delivering any online lessons, HAJC6 will:

- Publish this policy to parent(s) and carer(s) via the school website and email a link to parent(s) and carer(s)
- Ensure that all staff have read and agreed to the code of practice by submitting an online form
- Ensure that all staff have received relevant training on the use of video conferencing technology. This training includes, but is not limited to, printed documentation and video-based instruction
- Ensure that all staff have an opportunity to familiarise themselves with the technology, the software, and to consider issues that can arise when delivering online lessons
- Ensure that appropriate measures are in place to monitor and evaluate the effectiveness of online lessons and to quickly deal with any safeguarding issues
- Review this policy and Code of Practice at regular intervals

Staff Code of Practice

Online Lessons

Online lessons are considered to be an extension of the classroom. Online lessons will follow normal classroom practice in terms of:

- Staff conduct and management of the classroom
- Expectations of students
- Teaching style and content
- Behaviour and safeguarding protocol

Online lessons are to be delivered using the school's Microsoft Teams video conferencing platform. Staff are not authorised to use any other platform to deliver online lessons.

Parent(s) and carer(s) will be informed when online lessons are to take place involving their child.

All online lessons will be conducted during normal school hours.

To schedule the meeting, staff will require a school laptop or tablet containing the Microsoft Teams software.

Online lessons will be available for any member of the Senior Leadership Team and Directors of Key Stages to 'drop-in' and oversee at any time for the purpose of quality assurance and safeguarding.

Before the lesson staff will:

- Read the Online Lessons Guidance and ensure they are familiar with its contents
- Ensure they have viewed the training material provided
- Ensure the Teams software is installed on their school laptop or tablet, and that the camera and microphone are working satisfactorily
- Before the first lesson, arrange a test meeting with a colleague or with IT Services to check their equipment and environment
- Schedule the lesson in advance using the Outlook calendar. Students will be invited via Outlook

- Set the meeting options so that students cannot bypass the lobby (should be set to 'Only me') and that students cannot present (should be set to 'Only me')
- Schedule the lesson to occur during a normal timetabled period for the class, in order to ensure there are no clashes with other lessons
- Include the "Lesson Monitor" account in the invitation. This account may be used to allow Senior Leaders and Directors of Key Stages to 'drop in' to lessons. The lesson should be scheduled during normal school hours
- Inform parents of when the lesson will be delivered. These notifications will be sent out using the SIMS InTouch messaging facility and sent to "InTouch Contacts of Class {name}"
- Consider how they will include students that do not have Internet access, or a suitable device to participate in an online lesson
- Consider how the lesson will include and support SEND students
- Be present in the lesson at all times to supervise and manage it. Should a need arise to leave for any reason, the session will be ended and rescheduled for another time
- Ensure lessons take place in front of a neutral plain background in a quiet location. Any furniture, pictures or ornaments visible in the teaching space should be non-distracting and school appropriate (i.e. no inappropriate posters, images, or slogans). Care will be taken to minimise visibility of any personal or valuable items, such as family photos
- Ensure no other persons or family members participate or appear in the meeting and that there is no other movement or activity taking place in the background, or any sources of noise or distraction such as TV, radio or music player
- Consider using the 'blur-background' or 'replace-background' function to conceal the background if appropriate. Staff will ensure that the background image being used is neutral and not distracting, inappropriate, or offensive
- Not disclose the address or location from which they are delivering the lesson
- Present themselves as they would if they were giving a face-to-face lesson, with appropriate clothing, appearance and teaching style
- Use a school laptop to deliver the lesson where possible. If this is not possible, staff may use their own computer, but permission must be sought first

- Close any web browsers, windows or programs INCLUDING E-MAIL that are not related to the lesson, to prevent accidental sharing of unrelated, inappropriate or distracting content, pop-ups or other notifications.
- Open any additional content needed to present during the lesson BEFORE the lesson begins

Before starting the lesson staff will:

- Ensure that they connect to the meeting at least five minutes before the scheduled start time.

At the beginning of the lesson staff will:

Remind students that this is considered to be a normal school lesson, and that usual classroom protocol and rules will apply in terms of behaviour and expectations.

- Ask students to keep their microphones muted and to use the 'raise hand' function if they wish to speak
- Ensure that the lesson is recorded using the record function for safeguarding purposes. Ensure that students are aware that a recording is being made
- For one-to-one tutorials, ensure that the student is informed that a recording is being made and that they are able to decline the tutorial if they wish.
- Ensure that students know to contact one of the Designated Safeguarding Leads (DSL), Year Leaders or Pastoral Leaders in the event that something happens during the lesson that they find upsetting or inappropriate

During the lesson staff will:

- Admit students into the lesson from the virtual lobby. No student will be admitted if the username is not recognised or shows "(Guest)".
- Ensure that any unrecognised username or person is removed immediately and the DSL informed
- Use the 'mute all' function to mute microphones of all participants. This will help to reduce background noise
- Use the 'share window' function in order to share any specific resources such as relevant web pages, or Powerpoint presentations
- Ensure they do NOT assign students as presenters during the lesson. Assigning students as presenters allows them a degree of control over the session that may not be appropriate
- Use the function to download and save the attendees list, prior to the end of the lesson. Keep the downloaded lists saved in your area for future reference if required.

At the End of the lesson staff will:

- Close the lesson using the End Meeting option
- Contact the DSL or a Deputy DSL if they have any concerns:
 - About unusual or out-of-character behaviour by a student
 - If a student makes a disclosure
 - There is evidence of physical harm, or neglect which may or may not be accompanied by unusual behaviour

Student Code of Practice for Years 7 - 13

Before the lesson students will:

1. Sign in to Teams and check the calendar so that they know when the lesson begins and ends
2. Find a suitable location to take part in the lesson. The location should be quiet with a neutral background. Students will ensure that there are no distractions, such as radio, TV or music player and that the background contains no inappropriate material such as distracting posters, pictures or offensive slogans
3. Not need to wear the school uniform, but will need to be appropriately dressed for the lesson
4. Install the Microsoft Teams app from the app store and sign in using their school e-mail address and school login password.
5. Ensure their mobile phone is turned off
6. Sign into the lesson a few minutes before the start to allow time to resolve any technical issues
7. Ensure that they are signed into the Teams app or website using their school e-mail address and password. Any unrecognised names, 'nick-names' or guest users will not be admitted to any lessons
8. Ensure no other person or family member takes part in the lesson
9. Not share the meeting link with any other person
10. Use the 'blur-background' or 'replace-background' facility in the Teams app to conceal the background if desired. Students will ensure that the background image is neutral and not distracting, inappropriate, or offensive

During the lesson students will:

- Observe the same standards and behaviour expectations as classroom-based lessons. Teachers will remove any student from the online lesson who does not follow the behaviour expectations
- Ensure their microphone is mute unless invited to speak by the teacher
- Use the 'raise hand' function if they wish to ask a question
- **NOT record the lesson on any device, or take any photographs of the lesson**
- Report anything that they are concerned or worried about or think is inappropriate during the lesson to the DSL or deputy DSL or Pastoral Leader

Online Lessons Hosted by External Providers

Students may be invited to join livestreams or other externally-produced video conferences if they are relevant to their studies.

Before inviting students to participate in any externally produced or hosted events, HAJC6 will:

- Ensure that the event is run and hosted by a recognised education body or company
- Assess the type of content to be used during the event to check that it is relevant, accurate and age appropriate in particular for students in Years 7 - 11
- Ask the provider or organiser of the event to supply a copy of their safeguarding policy which will be shared with parent(s) / carer(s) of any students in Years 7 - 11 invited to take part
- Ask the provider or organiser of the event to supply a copy of their data sharing agreement, detailing which, if any information about students will be collected
- Inform parent(s) / carer(s) of students in Years 7 - 11 that the event is taking place and provide a web link to the details, joining instructions, and any relevant policies