



Remote Learning and Safeguarding Guidelines

We are aware of our legal obligation to provide children in self isolation the same opportunities to learn as their peers in school. We believe that using Google Classroom with the opportunity for Google Meet and/or Zoom as the most effective and appropriate ways to deliver our remote curriculum.

Class meetings/parties/lessons hosted on Zoom or Google Classroom are for pupils and staff within the organisation only to access and logins and passwords must not be shared. If using google classroom pupils must login with their allocated google account.

Parents/ carers can facilitate, in terms of providing the resources or supervising their child but are not to be on screen or part of the session due to safeguarding reasons. If there is an adult participation session, parents and carers will be informed in advance otherwise children only are expected on screen.

Pupil Expectations and Guidance:

Within Google Classroom

- **Pupils are aware that although google classroom is a private space all of their peers and peer's grownups have access to this space.**
- Pupils should behave as if they were in school and in the classroom – staff will remind pupils of the 4 school rules from the outset.
- Pupils can access staff through Google classroom. Parent's can access staff through enquiries@Walkley.sheffield.sch.uk and expect a reply by email or if necessary phone.
- Pupils should use their google account names. They should not logon to a google meet using a siblings account. They will not be allowed in.

Within a Google meeting/party/lesson

- Pupils should ensure conversations using the chat function are appropriate and related to the lesson. This log will be saved.
- Pupils are not sharing personal information via the chat function.
- Pupils use the "hands up" and "chat" function to ask questions or raise their hands in live sessions depending on what the teacher has instructed.

Staff Expectations and Guidance:

- Maintain their usual professional relationship with pupils/students.
- Keep their own camera turned on and manage pupil's microphones and cameras as needed
- Always use professional and 'safe' language. Be mindful that family members of students and pupils may be within earshot of the live lesson.
- Maintain normal expectations for pupils, as you would in school lessons and ensure pupils are aware of these expectations when delivering live lessons.
- Whichever method of remote learning is being used, ensure that appropriate privacy settings are in place and GDPR compliance is maintained.
- Ensure only relevant pupils can access the lesson.
- Ensure pupils are not sharing personal information via the chat function.
- Challenge any inappropriate behaviour from pupils/students and report it as you would in school. For serious concerns, it may be necessary to remove students from the online learning activity to ensure the learning of other pupils/students can progress.

Safeguarding Concerns

Any safeguarding concerns should be saved with a screenshot, deleted if necessary reported to sgt@walkley.sheffield.sch.uk

Any safeguarding concerns that are sent in by pupils and parents via enquiries@walkley.sheffield.sch.uk should be forwarded to Chris Wallis, or the relevant Key Stage Leader who has access to the classroom.

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