

P25 Remote Learning Policy

Safeguarding and expectations of Learner behaviour

Any Learner who does not follow this Policy, may be asked to leave the lesson by their Tutor/Learning Coach and any Parent/Carer/Guardian/Work coach/Employer will be contacted the same day. This may impact on your place on the course.

Any unexpected person that tries to join the lesson will not be admitted.

Any Parent/Carer/Guardian/Work coach/Employer should not use the lesson as a platform to discuss the Learners progress or any concerns.

Do's:

- Test your audio and video before your lesson.
- All lessons may be recorded for Safeguarding purposes.
- Make sure you are on time to your lesson and be respectful of others.
- A register/timesheet will be completed at the start of the lesson so if you are late you must tell your Tutor/Learning Coach the reason.
- When you are attending a lesson from home make sure you treat it like you would if you were physically there in a classroom.
- Look at your screen when you are in a lesson and give your Tutor/Learning Coach your full attention.
- If you can try to hide any background items.
- Make sure you have good light where possible so that you are not in the dark.
- Make sure you are dressed as you would if you were physically in class.
- Mute your microphone when not needing to talk to avoid background noise.
- It is optional to turn your camera on as you can use the chat function to ask questions.
- If you have any Safeguarding issues, please speak to your Tutor/Learning Coach.
- If you are under 18 years of age then a Parent/ Carer/Guardian should be in the room with you during lessons, if this is not possible then your Parent/Carer/Guardian should give consent for you to be recorded with no one present.
- Remember that you must attend your lessons as if you were face to face in class.
- If possible two members of staff will be present in lessons.
- Let everyone in your household know what time you are in lessons so that they are aware and there is less chance of them distracting you.
- Make sure any drinks or snacks consumed during the lesson are appropriate, please make sure you have muted your microphone. Inappropriate drinks would be alcohol or energy drinks.
- Be respectful of other points of view.
- Think before you speak or use the chat function in lessons. What you think might be ok to say may hurt someone else.
- Make sure you 'Leave' the remote lesson at the end and any staff will remain to ensure no one is left behind.

Don'ts:

- Play on your phone while you are in lesson.
- Share any links in the chat function unless asked to do so.
- Interrupt others during the lesson.
- Shout as others will not be able to hear.

- Click your pen, tap on your desk or anything else annoying or distracting.
- Position yourself with other people or pets in view; what is around and behind you can be seen.
- Write emails or browse the web when in lesson.
- Swear even if you star out letters.
- Forget you are on camera and people can see you.
- Drink alcohol, smoke or roll cigarettes.
- Have any offensive material or posters in the background so others can see.
- Get distracted and disengage with your lesson.
- Have conversations with others in your household without muting your microphone first.
- Play music in the background while you are in lesson.
- Leave the lesson without speaking to your Tutor/Learning Coach beforehand.
- Allow others in your household to participate in the lesson in any way.

Useful further guidance

<https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home>

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/internet-connected-devices/>

Document History

Reference No	Version	Date	Author	Classification	Review Date
PX	1	18/01/2021	Claire Jeens Deb Paine Yuen man Yau	Unclassified	18/01/2022