Twelve top tips to safeguard yourself when providing remote learning

Safer lives, more remarkable learning

1 Always follow the protocols within the ICT Acceptable Use Policy and the Professional and Ethical Standards Policy.

2 Always use the devices supplied by your academy. Ensure that you are logged into your academy G suite account via Google Chrome so that e-safe security can run.

3 If you are recording your session, this must be made explicit to participants. It is strongly recommended that a colleague is also on the Meet session.

4 Remember: One to one calling between one teacher and one pupil should never take place. This must be on a group basis.

5 For 'My Tutor' or similar, ensure that there is a visible family member in the background, or that the staff member has other colleagues in the vicinity

6 If a pupil raises a concern during an online lesson, they should be immediately directed to the dedicated academy email address or phone number in the first instance.

7 Ensure the camera angle is straight ahead, stable and focused on head and shoulders.

8 Ensure you will not be interrupted – inappropriately by other family members.

9 Language must be professional and appropriate, including any other adults or children in the vicinity.

10 Wear suitable clothing. Remember that you are visible at all times – easily forgotten on video calls.

11 Any devices used within the online lessons, should be set up in appropriate areas, for example, not in a bedroom.

12 Ensure that there is a clear background behind you with no inappropriate or unwanted imagery.

Academies Enterprise Trust
Find your remarkable

| Be unusually brave | Discover what's possible | Push the limits | Be big-hearted |