



## **East Preston Infant School Remote Learning Agreement**

### **Home-School Agreement**

As part of our commitment to our children, we will be developing the use of live 'keep in touch' sessions over the current closure period. This is to enable children to stay connected with their peers and teachers. Our aim is to offer sessions where we can virtually 'meet' using the Google Meet facility as the platform. With this in mind there are certain safeguarding procedures that need to be in place and adhered to at all times.

In order to use this 'live' facility we will be seeking permission for children to participate and ask that you read this agreement and put in place the safeguarding measures below. If any of the following measures are not met, your child's class teacher may terminate the 'live' session or future participation may be denied.

#### **Parent/Carer Agreement for Live Sessions**

- Parents/Carers must return the consent form (sent separately) stating that they agree to their child participating and that they will put these safeguarding measures in place.
- Live sessions are optional and as a result parents/carers do not need to inform teachers if their child cannot attend.
- Live sessions must take place in a family room, such as the lounge, office or dining room, not in a bedroom.
- Younger/older siblings should not be in the room during the live session. Parents/Carers should not join in the session nor appear in the background.
- Children should be appropriately dressed during the live session (school uniform is not required).
- Parents/Carers are responsible for the behaviour of their child during the live session and should act as a role model with their own behaviour.
- Parents/Carers should be aware that all children will be visible to one another during live sessions.
- A parent or carer must be available at the start of the live session; they must then stay within hearing distance of the session throughout.
- Children should be signed in under their first name only e.g. Jack. Pseudonyms should not be used.
- Children are requested not to use headphones in order that the supervising adult can monitor the conversations.
- Parents/Carers must ensure that the camera remains on and that the mute button is on until the teacher switches it off.
- All live sessions will be timetabled in advance and a ParentMail containing the link will be sent out in advance of the session.
- Live sessions must not be recorded by either party, nor should screen shots be taken. Parents/carers must not share school logins/meeting codes etc...
- Comments made by pupils during live discussions must not be shared or discussed through social media.
- If Parents/Carers have any concerns during live sessions they will terminate their child's connection and make contact through the year group email, to discuss their concerns with the class teacher. Parents/carers must not interject into the live conversation.

- Teachers have the right to end live sessions for all or one of the children if they have any concerns.
- Teachers have a duty to report any safeguarding concerns to the Designated Safeguarding Lead, including concerns raised through live sessions.

### **Child Agreement for live sessions** (please share this with your child)

As a Rights Respecting School the following link to our Right to be listened to; Right to be safe; Right to be treated fairly; Right to be Educated; Right to be Healthy (healthy minds)

- When I am speaking with my teacher and classmates via Google Meet, I will follow the same rules as I do at school.
- I will be in an appropriate room, not my bedroom, where a grown up can hear my conversations.
- I will be dressed appropriately before joining the live session.
- I will use appropriate language and make sure I behave well, showing respect for others.
- I will listen to others when they are speaking.
- I will make sure my microphone is muted unless the teacher unmutes me.
- I will raise my hand if I want to speak.
- I will not hold up any items from home (toys, pets etc...) unless asked to by the teacher.
- I will make sure my camera remains on.
- I will not record the session or share it with anyone else in any way (this includes taking a photo or screenshot).
- I will follow the E-safety rules when I am in a live session.

### **Staff Agreement for live sessions**

- Staff will schedule and send out links for live sessions in advance of the meeting.
- Staff will ensure that they are following the professional standards outlined in the Code of Conduct, at all times.
- Staff will only use the Google Meet platform for live sessions.
- Staff will only use school managed accounts for live sessions.
- Staff will not record live sessions or take photos or screenshots.
- Staff will ensure that backgrounds in sessions do not share any personal information or inappropriate content – If working from home this should include considerations of whether other members of households are visible or can be heard.
- If working from home, an appropriate room should be identified (not bedrooms) and appropriate clothing should be worn.
- Staff should request that microphones are muted unless children are speaking, to reduce background noise. Staff should take control of muting and unmuting microphones according to who is speaking.
- Cameras should remain on during live sessions to ensure more effective supervision.
- Appropriate privacy and safety settings should be used to manage access and interactions.
- Staff should remind children of the behaviour expectations and ground rules (such as 'put your hand up if you want to speak') at the start of the live session.
- If inappropriate behaviour takes place staff have the right to end the live session for individuals or for all pupils.
- Staff are not to use Google Meet to connect/communicate with children outside of the Goggle Meet sessions.
- Staff have a statutory duty to report all Safeguarding concerns to the Designated Safeguarding Lead.