

Online Learning/Video Conferencing

Online teaching should follow the same principles as set out in the school's code of conduct.

St Hugh's School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

When delivering virtual lessons/conferences:

- Group and any 1:1 sessions must be pre-approved by SLT
- Staff must only use platforms provided by school to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held and details of the lesson or virtual conference on the supplied proforma. This should be completed by the end of the day and emailed to SLT
- Staff and children must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas, for example, not in bedrooms. The screen should be set to view as plain an area as possible, for example, a blank wall
- Ensure that students without permission to share photographs within/out of school are not included in the video conference or prior permission is sought
- If staff have any safeguarding/general concerns during a session, the session will be terminated immediately and the DSL will be informed, following usual safeguarding procedures
- If the live lesson/conference is not witnessed by another member or members of school staff, it will be recorded so that if any issues were to arise, the video can be reviewed
- Live lessons/conferences should be kept to a reasonable length of time
- Language must be professional and appropriate, including any family members and school staff in the background
- Appropriate communication strategies will be used for each pupil - see St Hugh's communication 'top tips'. Staff will ensure, for example, that only one person speaks at a time