

Keeping Safe while working remotely

We are incredibly proud that our staff have responded so positively to keeping our core purpose of supporting young people going in such testing times. We are now working remotely on a scale not tested or fully planned for. The following guidance is intended to support you as colleagues in these new circumstances. If you have any queries at all, please don't hesitate to contact your headteacher or HR of the Trust.

Please be aware of the following;

The Acceptable user policy still applies and is valid in these new circumstances, please familiarise yourself with it and if you have any queries, please contact your Headteacher.

The Social Media policy for staff is also still applicable. The only alteration is around using home phones/mobiles for contacting students or parents. While this isn't ideal, we are in unprecedented times and don't have enough school devices to maintain the levels of contact our students need and our staff are willing and able to provide.

Therefore, our advice in appendix to this policy is, if you are willing to use a personal phone please do so. Please DON'T share your personal phone number with students/parents. Ask them to email you and request a call if required.

Please use the prefix 141 if calling from a landline to protect your number. Please check and ensure you can block your caller id appearing if you are using a mobile.

If you have any communication with student or parent which gives you any cause for concern, please contact your headteacher (or DSL) as soon as possible.

Please do not set up any unofficial lines of communication, if in doubt, speak to your headteacher.

Below are some things you must consider IF delivering virtual lessons:

- No live streaming without explicit permission from SLT.
- Teaching videos should be pre-recorded so that if any issues were to arise, the video can be reviewed.
- Recorded teaching material, for example, should not be recorded in bedrooms; and give consideration to what can be viewed in the background.
- Staff must wear suitable clothing when recording.
- Recorded material must not be sent to individual students only groups.
- Language must be professional and appropriate when communicating with students.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with students.