GATEHOUSE SCHOOL
Remote Provision Protocol for Teaching Staff

Last review:	Spring 2025
Next review:	Spring 2026

Specific guidance related to remote provision and live sessions
The only forum on which live sessions should take place is on Zoom
 (see Appendix 1 Correct Procedures for using Zoom)

1. All live sessions must be recorded. This is for safeguarding reasons.

2. When admitting children into your zoom sessions do this individually from the waiting room so you are sure you recognise every child's contact details.

3. Do not have 1:1 conversations on video, except for scheduled 1:1 meetings. In live group sessions there must be at least 2 pupils present before they begin. A separate protocol is in place for those who normally work 1:1 with pupils (music teachers, SEN lessons etc)

4. To encourage normal working hours please do not post any online provision after 18:00 or before 07:00am.

5. If a pupil contacts you via google classroom and a response is required then you should respond within 2 working days.

6. When recording or live streaming sessions, make sure the background is neutral and nothing personal or inappropriate can be seen or heard in the background:
    a. No pictures of children on walls etc
    b. Be mindful of what is visible behind you/in front of you
    c. Close all unnecessary programmes on your computer, particularly email, CPOMS.
    d. Do not have other people in the room when you are making a video or live streaming

7. Make sure that you are suitably attired.

8. When a zoom session is taking place, this must be hosted by the teacher.
Conduct the conversation/session following the same professional protocols as you would in a 'normal' lesson.

9. Do not use personal accounts. Make sure that phone calls do not reveal personal phone numbers.

In everything we do, we adhere to the expectations as set out in the Staff Code of Conduct. Here are the main sections that are relevant to our distance provision protocols:

STAFF BEHAVIOUR POLICY / CODE OF CONDUCT

The aim of the Staff Behaviour and Code of Conduct policy is to provide clear guidance about behaviour and actions so as to not place pupils or staff at risk of harm or of allegation of harm to a pupil.

1. All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general. An individual's behaviour, including use of language, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school into disrepute.

2. Communication with Pupils
Staff and volunteers must not give their personal details such as home/mobile phone number; home or email address to pupils unless the need to do so is agreed with senior management.

3. Confidentiality
There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities.

4. Personal Appearance
A person's dress and appearance are matters of personal choice and self-expression. However staff must ensure they are dressed decently, smartly, safely and appropriately for the tasks they undertake.

5. Use of images of children
When using an image the following guidance must be followed: images must be securely stored and used only by those authorised to do so. Be clear about the purpose of the activity and about what will happen to the photographs or images when the lesson/activity is concluded, ensure that all images are available for scrutiny in order to screen for acceptability, be able to justify the images made, do not take, display or distribute images of pupils unless there is consent to do so.

6. Social media
Staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered inappropriate could render themselves vulnerable to criticism or allegations of misconduct. The whole document is part of the Child Protection, Safeguarding and Staff Code of Conduct, available on our website if you need to refer to it.

Appendix 1

Correct procedures for using Zoom for Teaching staff:

- Log in to Zoom by clicking on 'sign in with Google' and using your school account, you should then be able to click on 'my account' in the top right corner, followed by 'settings' in the list to the left.
- The first two options are Host video and Participant video. Turn these OFF. This will mean that participants (including yourself) will be able to join the meeting, then turn on their camera when they are ready to.
- Audio Type can be left as it is to allow for different devices that children and staff may have to be using at this time.
- Join Before Host should be OFF.
- Both Use Personal Meeting ID settings should be OFF.
- Only Authenticated Users Can Join Meetings... should be ON.
- ALL AVAILABLE PASSWORD SETTINGS should be ON.
- Embed password in meeting link... should be OFF.
- Mute participants upon entry should be ON (for the same reasons as having video disabled when first joining meetings).
- ALL CHAT FUNCTIONS should be OFF.
- File Transfer should be OFF.
- Screen Sharing must be OFF.
- Disable desktop/screen share for users should be ON.
- All settings between this point and the Waiting Room should be OFF.
- WAITING ROOM should be ON. (Another key feature, this means that when pupils join the meeting, you have to approve them before they appear. This is easy for us, as we just need to look for the gatehouse email address. DO NOT ALLOW ACCESS TO ANY OTHER EMAIL ADDRESS. When logged in to Zoom, go to settings as before, then click on the 'Recording' tab at the top of the page.
- Local recording should be on.
- Hosts can give participants the permission to record locally should be unchecked (off).
- Automatic recording should be on.
- Videos will be automatically saved to the device being used to host the meeting. Immediately after each meeting, transfer the video to a folder in your official school Google Drive named 'Zoom Recordings' and delete from the device once uploaded.
- Lastly, no video/audio is enabled until there are at least two pupils present in the meeting with the teacher, to avoid the possibility of 1:1 online conversations which are not advised.