



Safeguarding Protocols for Online 'live' Lessons using Teams:

For Parents/Carers and Students

Thank you for your continued support and commitment to your child's education during this challenging time. As a school we are constantly reviewing how our teachers can provide the best home learning experience for your child. As we begin to run 'live' online sessions it is important that students understand and follow the important protocols below:

Live lessons via Teams can be a very useful way to allow students to ask questions and to talk to their teachers directly. It is essential that all students follow our live lessons guidelines below:

1. Teachers will guide students in whether to have their video and audio on or just audio
2. A parent/carer must be able to hear the session
3. Students should use headphones for the session
4. If only audio is turned on:
 - Students must have their microphones set to mute and only unmute when asked to by their teacher.
 - Students can signal they have a question by writing 'question' in the comment box or by raising their hands using the raise hand icon
 - Students must speak in a respectful way and must stay on the topic of the session.
5. If audio and video are turned on, the following protocols must also be in place:
 - Students and any parent/carer in view must be in appropriate clothes and have a neutral and appropriate background (e.g. they must not be in a bedroom or have any siblings or other family members in the background).
6. If students are not following the protocol:
 - They may be 'muted' by their teachers and they may be removed from the classroom. If this happens the YLC will be made aware and this incident will be recorded on SIMS and parents/carers will be notified.