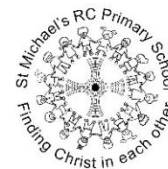


St Michael's RC Primary School  
Code of Conduct for Teams Meeting



During Lockdown we would like to undertake some live streaming through Microsoft Teams to check in with the children at least once weekly.

This will enable pupils to benefit from seeing their teacher and peers and have an opportunity to discuss any of the things that they may need help with.

The school will ensure their duty of care and obligations in relation to child protection and statutory guidance continue as they would if the lesson was taking place within the school setting. However, to ensure that all our pupils remain safe and benefit from this it is essential that pupils and parents are working together with the school and adhere to the expectations in this code of conduct.

Live streaming will be conducted using Microsoft Teams. This has been selected for its privacy and data settings and because the children are able to use their school email accounts.

If live lessons do occur they must be carried out during the normal timetable; lessons will not take place outside of normal class hours and will be of a reasonable length of time.

Live streaming will only be for pupils on roll at the school and delivered by staff working at the school. Lessons will be by invitation only and staff will initiate and close the lessons.

Pupils will be invited to participate in a lesson by their school email address. Only school registered email accounts must be used. The staff will notify the parent that the lesson will be taking place, providing advance notice.

Where there is non-compliance of the pupil to the teachers expectations, the teacher will deal with matters as if the lesson is taking place in the school setting and matters will be addressed in accordance with the school behaviour policy.

### **Pupil Guidelines**

Reminder – Children are not in school, but they are in a lesson and are expected to:-

- Be dressed in reasonable daytime clothes
- As far as possible to be in a reasonably quiet room (No TV) with their books, pens, pencils etc.
- Not be eating during the lesson
- To be respectful, as would be expected in school
- Not record the staff member or any other pupils on a device
- Comply with the teacher's request at all times
- Report any concerns about feeling unsafe to the teacher

## **Parent Guidelines**

Parents are expected to:-

- Ensure their child's device is safe and avoid disruption to the lesson by pop ups and exposure of any personal data.
- Check that all notifications are turned off
- Ensure their child is appropriately dressed
- Ensure that there is no disruption to the session from other people in the home
- Ensure their child must only participate in the lesson using their school email address
- Not use a parent email address to join the meeting
- Not record the lesson/meeting
- Allow the child to take part in the lesson independently as much as possible
- Not message the staff member during the lesson
- Not to email the staff member direct (all emails for staff are to come to the school email address)
- Ensure none of the lesson is posted to social media
- Remind their child of the expectations of their behaviour in the lesson as though they were at school

## **Staff Guidelines**

- Staff should continue to contact their DSL if they have concerns about a pupil
- Staff should wear professional clothing
- Backgrounds should be blurred or should contain neutral objects if not in the classroom
- Follow the school behaviour policy, if there is an incident the child could be removed from the lesson and SMT could contact parents.
- Be aware of the quality of the picture being shared – sometimes additional light will improve the quality of the video.
- Consider reducing other household use of the internet when delivering lessons to avoid buffering.
- Ensure there is another staff member attending the session for safeguarding purposes
  - This could be the member of staff with the critical worker children joining the meeting with those pupils