**Newbrough Cof E Primary School – Live Lesson Policy**

This policy establishes the expectations for online/remote learning or support between a teacher or other team member from Newbrough Primary School and a pupil using a Google Meet call in their own home.

The purpose of this policy is:

* to make clear the responsibilities of all parties involved and how sessions will be delivered
* to safeguard all parties involved meeting the statutory requirements of Keeping Children Safe In Education (2020) and the standards of the Northumberland Strategic Safeguarding Partnership

**Teachers**

* The only digital platform that is approved for use is Google Meet.
* Clothing should be appropriate and that which would normally be worn in face to face teaching sessions.
* If not in a classroom, the background should be neutral or corporate and not reveal any personal details.
* When sharing a screen, don’t have other browsers or apps open during the online session to reduce the risk of inappropriate content being displayed.
* Ensure that the timing of live sessions is communicated through Google classroom so that parents can be aware of when they are taking place.
* No recordings or screen shots will be made of the sessions.

**Pupils**

* The same expectations of behaviour apply during a live lesson as they do in the classroom.
* Pupils should not be using other devices at the same time as a live lesson.
* Try to ensure that whatever space is available to use is neutral, safe, and conducive to learning, doesn’t reveal any personal information, and doesn’t present a safeguarding risk.

**Parents**

* Try to ensure that whatever space is available to use is neutral, safe, and conducive to learning, doesn’t reveal any personal information, and doesn’t present a safeguarding risk
* Ensure that you check your child’s Google classroom account so that you are aware of the timetabling of live sessions.
* The level of involvement of the adult in the session will be dependent on the age of the child. Younger children may need their adult in the room to keep them focused or safe. Children in early years will need the support of an adult for both the technology and the activities. For older children, parents should be within ear shot of the session.
* No recordings or screen shots should be taken of any of the sessions

**Reporting safeguarding concerns**

If you have any safeguarding concerns you should report these to the safeguarding lead, Mrs Jo Trotter, or in her absence the deputy safeguarding lead, Mrs Jane Stevens.