



St Teresa's  
Catholic Primary School

### **On-line Code of Conduct**

Below are the protocol for on-line remote lessons/discussion groups between Teachers and Parent(s)/Carer(s) and Protocol for on-line remote lessons/discussion groups between Teachers and Parent(s)/Carer(s) and Student;

#### **Students will:**

1. Be appropriately clothed – not in nightwear etc.
2. Be in a communal area of the house, e.g. lounge, dining room, kitchen.
3. Have appropriate equipment required.
4. Join 1 minute before the start time – the Teacher will admit the student as soon as they are ready.
5. Not take any photographs of other children on the screen during the live session.

(If the teacher has any concerns that any of the above are not in place, they will end the session with immediate effect)

#### **Parent(s)/Carer(s) will:**

1. Receive a letter/email/form asking for their consent to allow their child/ren to take part in the on-line group session.
2. Be asked to read a copy of Our lady of Lourdes safeguarding policy, this can be found at; <https://www.ololcatholicmat.co.uk/documents/policies/> . Each school has their own Safeguarding policy which can be found on their individual websites. There is an 'Addendum' to the Safeguarding policy in place for the current school closure and this can also be found on the above website.
3. Contact the Head Teacher and schools senior Designated Safeguarding Lead (DSL) within 28 days of the lesson taking place if they have any concerns about the lesson or M. Dales (Trust Safeguarding Lead) [m.dales@ololcatholicmat.co.uk](mailto:m.dales@ololcatholicmat.co.uk)
4. Ensure that they are present during any on-line remote session for all Primary age pupils.
5. Ensure that consent has been given in writing where no parent(s)/carer(s) will be present for on-line remote group sessions; this is for any pupils under the age of 18 and who attend Secondary school.
6. Be responsible for the behaviour of their child during the on-line remote session.
7. Not make any negative comments on group 'chats' or other social media platforms. Any concerns should be raised separately with their child's headteacher.

8. Not take photographs of other children on the screen during the live session.

**Staff will:**

1. Upload a copy of the weekly timetable to Teams.
2. Book the sessions in advance with parents and create the meeting in Teams Calendar.
3. Explain to parents that any safeguarding issues arising during the session will be shared with the schools DSL and Headteacher; teachers reserve the right to terminate the remote group sessions for safeguarding or behaviour concerns.
4. Be appropriately clothed for the lesson.
5. Be in a communal area e.g. lounge, dining room, kitchen.
6. Have any equipment required for the session ready.
7. Use appropriate professional language throughout the session.