

By using the Microsoft TEAMS registration and log in details provided to you by Two Rivers High School you are agreeing that you have read and understood the above information and that you will support us in safeguarding all users.

Two Rivers High School remote learning is taking place using Microsoft TEAMS.

To ensure the safety of our students

- staff will only use their school accounts to deliver their live lessons and therefore any data stored will be within school accounts.
- all remote lessons are scheduled with two members of staff present and a member of SLT can drop in at any time.
- Any personal data used by staff and captured by Microsoft TEAMS when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.

All remote learning and any other online communication will take place in line with current Two Rivers High School confidentiality expectations. Only appropriate staff members of Two Rivers High School will be given access to TEAMS classes.

Live Lessons

1. Staff will make note of the length, time, date and attendance of any sessions held.
2. Appropriate privacy and safety settings will be used to manage access and interactions.
3. When live streaming with learners:
 - contact will be made via parents/carers/learners' accounts via Dojo and TEAMS.
 - staff can mute/disable learners' videos and microphones where appropriate.
 - at least 2 members of staff will be present.
 - any invitations to lessons should not be made public or shared by parents/carers/learners.
 - learners are encouraged to attend lessons in a shared/communal space or room with an open door and/or when appropriately supervised by a parent/carer or another appropriate adult.

Behaviour Expectations

4. Staff will model safe practice and moderate behaviour online during remote lessons as they would in the classroom.
5. All participants are expected to behave in line with existing school/setting policies and expectations. This includes:
 - appropriate language will be used by all attendees.
 - staff will not take or record images for their own personal use.
 - parents/carers/learners will not take or record images for their own personal use.

6. Participants are required to:
 - wear appropriate clothing.
 - ensure backgrounds of videos are neutral (blurred if possible).
 - ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.
7. Educational resources will be used or shared in line with our existing teaching and learning policies, taking licensing and copyright into account.

Policy Breaches and Reporting Concerns

8. Participants are encouraged to report any concerns during live lessons or in the next instance contact the class teacher via Dojo
9. If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to SLT
10. Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
11. Any safeguarding concerns will be reported to Derek Tuck, Designated Safeguarding Lead, in line with our child protection policy.

