



## Staff guidance for remote online learning via video conferencing, January 2021

Remote online learning is an integral part of the Brockenhurst College curriculum for the 20/21 academic year. It is important that appropriate rules and standards are put in place and are clear. Below are guidelines for staff to ensure that everyone can benefit from learning using these technologies in a safe and effective manner.

### Student expectations

- All online sessions are part of the student's timetabled programme and attendance is mandatory. If a student is unable to attend the session they must ensure that the teacher is aware of this in advance to make sure that arrangements are made to catch up on the work. Medical absence should be phoned in to the College's absence number in the usual way.
- Online learning should be considered an extension of classroom learning, and as such the College expects students to adhere to the College code of conduct at all times.

In addition, students should:

- Arrive on time and be ready for learning.
- Be dressed appropriately.
- Be in a place suitable for learning free from external noise and distractions as much as possible.
- Ensure that there is nothing offensive in nature that might be able to be seen from their webcam. Students are reminded that it will be possible for the lecturer and other participants to see and hear them when using video conferencing.
- Ensure they are using appropriate language and behaviour as they would in a normal classroom.

### Staff Guidance

During the online learning session:

- Students should have their camera on and microphone off by default. This will allow everyone to learn without the risk of distracting background noise while ensuring that the teacher can see participants in the lesson. These can be switched on when needing to ask a question or interact with others.

**Note:** All live sessions should be recorded to enable revisiting of the session in class or for revision purposes and to enable learners not able to join the live sessions to access the content.

Use of Breakout rooms in MS Teams:

- Any work that is completed in MS Teams breakout rooms should follow the same set of guidelines as other online sessions.
- Ensure that each breakout room is being recorded. When opening up breakout rooms, the recording needs to be manually started in each breakout room. The nature of breakout rooms is that it is likely that students may work in breakout



rooms without a teacher being present for a period of time. Recording a breakout room will ensure that teaching staff can monitor for any problems or deal with any issues arising.

- Staff should avoid being 1-1 in a breakout room with a student if the breakout room is not being recorded for any reason.

### 1-1 tuition via video conferencing

There may be times when it is beneficial for a student and a member of staff to have a 1-1 meeting via video conference. Examples of this might be a foreign language oral tutorial, to work through assignment feedback or have a catchup session.

Students under the age of 18 are still classed as children, we need to ensure that appropriate safeguarding procedures are put in place to protect both staff and students during 1-1 sessions. This extends also to vulnerable learners over the age of 18. Staff should therefore follow these additional guidelines if having 1-1 sessions with students.

1. Consider if there an alternative to a 1-1 video conference.

- Consider if a 1-1 video call is actually necessary. As an alternative could the following be used?
  - A conventional telephone call.
  - An MS Teams audio call, using 'meet now' and ensure participants cannot use their camera. Staff should also ensure they have their cameras off.
  - Small groups sessions, involving a number of students, instead of 1-1, where video can be used.

2. If a video 1-1 session is appropriate, the member of staff should ensure that:

- Both the student and the parent are informed in advance that 1-1 video conferencing support will be taking place, including a date and time. Parents and students should also be notified that the session will be recorded.
- *Where possible*, get agreement from a parent that they are happy for this to take place, ideally via email so this can be kept as a record.
- They have made their line manager aware that 1-1 calls will be taking place and they have provided them with a schedule of calls.

Both of the above points are to ensure there is **transparency over the intent and timing of the call**, to help protect staff.

3. During the call:

- Only MS Teams should be used. The use of other video conferencing tools such as Facetime or Zoom should not be used as we need the calls to be recorded on ratified College systems where they can be stored safely.
- The call **must** be recorded. This is to ensure the safety of both the student and the lecturer. The recording should be not be shared or used in any other way. Using the 'meet now' function in MS Teams will allow the recording to be kept by the staff



member (and downloaded if necessary) without the recording having to be saved in a 'team' where other students might be able to view it.

- Request that *where possible* a parent is present or nearby during the call and, *where possible* speak with the parent at the beginning and end of the call.
- Request that *where possible* the student should take the call in an open area and preferably be close to others while the call is taking place. It is preferable that they are not in an isolated place in their house such as a bedroom.

All of the above points are to **create transparency and minimise the risk** of any issues occurring.

#### 4. If there is a problem:

The likelihood of a problem occurring is very low, however should an issue occur

- End the call immediately
- Inform your line manager and a member of the safeguarding team as soon as possible.