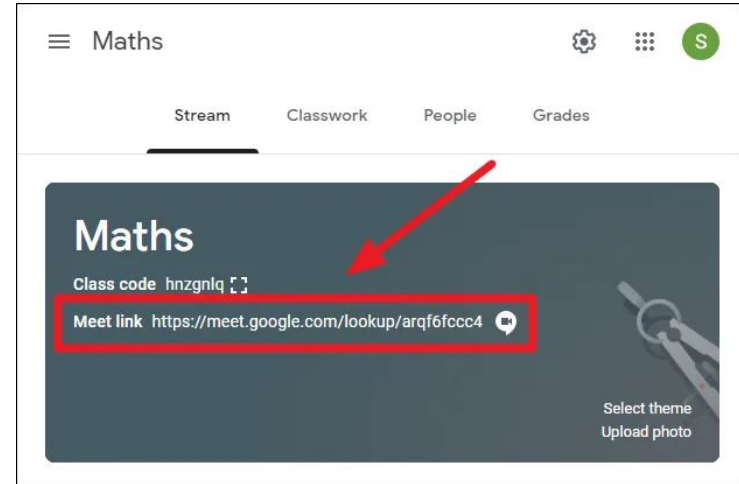


Staff Protocols for Online Lessons

Google Meet with Google Classroom

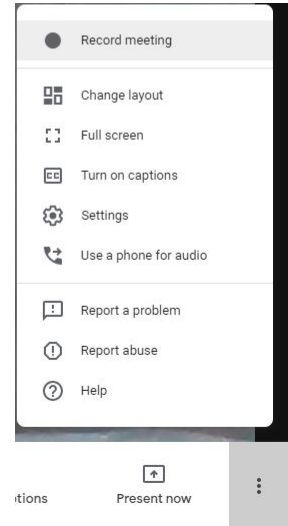
Before the lesson

- Ensure you are in a comfortable position
- Position your camera appropriately
- Check what is in your camera's shot - is it appropriate? Is it professional?
- Check what you have 'open' and on display on your computer (particularly if you will be sharing your screen with students)
- Ensure you are able to conduct the lesson with no or minimal interruption
- Ensure the link to your lesson has been added to Google Classroom



At the start of the lesson

- Arrive at your lesson 5-10 minutes before the scheduled start time.
- If students request entry to the lesson from a non-OGAT email address, click 'deny'.
- Before students enter the lesson, start to record the lesson.
- At the start time, welcome your class and show the 'Before the lesson begins' slides and ensure you read these to the students in attendance.
- Ensure that you have recording turned on for the lesson (Click More (⋮) > Record Google Meet)
- Start your lesson.



During your lesson

- Run your lesson in the same way you have been attending Google Meets.
- Students should have their camera switched on when you request this and their microphones muted unless they are asking or answering a question.
- Students will raise their hand on screen if they want to ask you a question. Manage this in the same way you would in a classroom and you will need to ask them to 'unmute' their microphone.
- The 'Chat' will be enabled for you to use as you would like to during your lesson (questions throughout which you can address throughout or at the end - but make it clear to the students what your expectations are)

During your lesson - continued

- If students behave unacceptably, depending on the severity of this, you can
 - Give them a warning
 - Request that they modify their behaviour/conduct
 - Mute their microphone
 - Remove them from the lesson

You should contact parents where conduct has been particularly poor, and log on oCloud.

- If you have any safeguarding concerns, these should be reported in the usual way.

Safeguarding Summary

1. Always follow the protocols within the Acceptable Use Policy
2. Only communicate with students using school channels (Eg. Google Meet/Classroom)
3. Keep communication with students restricted to normal working hours
4. If any contact or work causes safeguarding concerns, you should report these in the normal way
5. Do not arrange to meet/tutor individuals or small groups of students
6. Ensure you have a clear background with no unwanted imagery
7. All participants must be aware when lessons are recorded
8. You should not use Facetime, Skype, or similar to provide support for students
9. Ensure you will not be interrupted by other family members. Language must be professional and appropriate, including any other adults or children in the vicinity
10. Ensure the camera angle is straight ahead, stable and focused on head and shoulders
11. Wear suitable clothing - remember you are visible at all times (this can be easily forgotten on video calls)
12. Address students by their name and always sign off all communication with your professional title (ie. Ms Smith)