

**Remote Education and Safeguarding : Keeping Staff and Students safe online**

Below are scenarios to ensure that we keep both Staff and Students safe online when delivering remote education via Microsoft Teams.

Further general detail can be found in the ATLP Remote Education Policy which can be found [here](#)

<p><b>Scenario 1</b> Teacher is delivering a live lesson to a group of students in Microsoft Teams.</p>	<p><b>Scenario 2</b> Teacher is recording a guided power point for a lesson to be made available to students in their Microsoft Class Team.</p>	<p><b>Scenario 3a</b> Teacher or Tutor wishes to meet/talk to a student 1-1 (<b>scenario 3b is recommended</b>, if this isn't possible / practical then follow 3a below )</p>	<p><b>Scenario 3b</b> Teacher / support staff / mentor / external agency wishes to meet a student 1-1, with the support of another member of staff</p>
<p><b>Teacher</b> Set - Who Can Bypass the Lobby in Meeting Options to "only me"</p> <p>Camera can be on, please use a virtual background and/or be in a public space within the house. (see ATLP Remote Education Policy for more detail)</p> <p>Microphone can be on.</p> <p>Click "End Meeting" or wait for every student to leave the meeting before you do.</p>	<p><b>Teacher</b> During the recording, the camera can be on, please use a virtual background and/or be in a public space within the house.</p> <p>Microphone can be on.</p> <p>During the actual lesson the teacher is available via the online chat to respond to any questions that the student may have.</p> <p>If an actual Teams meeting has been started then click "End Meeting" or wait for every student to leave the meeting before you do.</p>	<p><b>Teacher / Tutor</b> Camera should be off, however in exceptional circumstances (e.g well-being check) the camera can be on. .</p> <p><i>Permission for this must be granted by your line manager and all conditions of the ATLP Remote Education Policy (page 6) are met.</i></p> <p>Microphone can be on.</p>	<p><b>Teacher / Tutor / Support Staff / Mentor</b> Camera should be off however in this circumstance with an additional member of staff the camera can be on, please use a virtual background and/or be in a public space within the house.</p> <p><i>Permission for this must be granted by your line manager and all conditions of the ATLP Remote Education Policy (page 6) are met.</i></p> <p>Microphone can be on.</p>
<p><b>Student</b> Cameras should be off</p> <p>Microphones should be off as a default by choosing "No" for "allow attendees to unmute in the meeting settings.</p>	<p><b>Student</b> Cameras and Microphones should be off</p> <p>Whilst students follow the guided powerpoint / instructional video,</p>	<p><b>Student</b> Cameras should be off. In some circumstances the camera can be enabled for students. This applies to situations where having site of the student for a well-being check is essential or a one-to-</p>	<p><b>Student</b> Cameras should be off however in this circumstance with an additional member of staff present the camera can be on, please ask the student to be in a public space within the house.</p>

<p>The use of the in-meeting chat facility is strongly advised.</p>	<p>they can ask questions via the post facility in the General Channel.</p>	<p>one is required for specific support. <i>Permission for this must be granted by your line manager and all conditions of the ATLP Remote Education Policy (page 6) are met.</i></p> <p>Microphones should be off and permission granted from the teacher to turn on. The use of the chat facility is strongly advised.</p>	<p>Microphones should be off and permission granted from the teacher to turn on. The use of the chat facility is strongly advised.</p>
<p><b>Breakout Rooms</b> These should only be used by KS5. Cameras off. Microphones can be on. Chat function recommended Use of rooms monitored by teacher and time in breakout rooms should be kept to short periods of time (&lt;5 mins)</p>			
<p><b>Recording</b> Teacher explanations only should be recorded for students who are unable to attend the session live.</p> <p>Do not record the whole session. <i>Under exceptional circumstances whole sessions may be recorded. This will be authorised by the Headteacher in writing and the specific reason for this decision recorded in writing (email).</i></p>	<p><b>Recording</b> Not required as session is pre-recorded.</p>	<p><b>Recording</b> Do not record the session. <i>Under exceptional circumstances whole sessions may be recorded. This will be authorised by the Headteacher in writing and the specific reason for this decision recorded in writing (email).</i></p>	<p><b>Recording</b> Do not record the session. <i>Under exceptional circumstances whole sessions may be recorded. This will be authorised by the Headteacher in writing and the specific reason for this decision recorded in writing (email).</i></p>