Scarborough College

SCARBOROUGH COLLEGE GUIDANCE FOR USE OF TECHNOLOGY FOR REMOTE TEACHING OR COMMUNICATIONS

Some safeguarding and practical considerations

We already use video conferencing in a number of ways at Scarborough College so the concept is not new but, as we widen our use of the google suite for teaching and learning, and extend the possibilities of speaking to parents or other members of the wider Scarborough College community around the world via virtual means, or in running a remote revision class, or making it possible for a child who is absent due to illness to access a lesson remotely. It would also be possible for a teacher to run a lesson from a location other than the classroom.

GUIDELINES FOR TEACHERS RUNNING A VIRTUAL CLASSROOM SESSION

"Just because it is possible to teach your class via a video call does not mean you should. Entirely innocently and with the best intentions at heart, it can still be a safeguarding minefield."

Be mindful of the potential risks around video calls.

Only use resources that operate through the school Google suite as these are protected by the Scarborough College fire wall. Using only audio is safer than live video feed. Using pre-recorded film clips or youtube links or exam produced webinars, or other existing resources will also be preferable to a live video session.

If considering virtual classroom teaching and learning activities:
- Location, location, location- always use a communal space such as a dining room, and NEVER a bedroom or exclusively private space.
- Personal appearance - always appropriately dressed, even if casual and, regardless of the time of day or night, NEVER in sleepwear or anything similar.
- A clear background free from distractions or unwanted/inappropriate imagery. Ideally a blank wall- or hang a sheet behind yourself.
- Always remove any personal items from any sight line that could identify other members of the family or other personal details.
- Remember that mirrors could display items you are not expecting to be seen.
- The teacher should always act as moderator and be the responsible adult, especially where a pupil maybe needs guidance to remove items from view.
- The teacher should keep reminding everyone to be aware they are visible at all times – easily forgotten on video calls.
- Check that the camera angle is straight ahead and stable.
- Ensure you have a strong wi-fi connection to ensure quality video and audio.
- Test the tech before you start.
- Ensure you or the pupils will not be interrupted – especially loudly or embarrassingly.
- Make sure any resources are ready to be shared when required – rather than having to hunt for them on the desktop to share.

GUIDELINES FOR PUPILS CONNECTING TO A VIRTUAL CLASSROOM SESSION

The same principles apply for pupils, who need to be reminded of the following:

- Location, location, location- always use a communal space such as a dining room, and NEVER a bedroom or exclusively private space.
- The location needs to be quiet and away from other distractions
- Personal appearance- always appropriately dressed, even if casual and, regardless of the time of day or night, NEVER in sleepwear or anything similar.
- A clear background free from distractions or unwanted/inappropriate imagery. Ideally a blank wall- or hang a sheet behind yourself.
- Always remove any personal items from any sight line that could identify other members of the family or other personal details.
- Remember that mirrors could display items you are not expecting to be seen.
- Check that the camera angle is straight ahead and stable.
- Ensure you have a strong wi-fi connection to ensure quality video and audio.
- Ensure you will not be interrupted – especially loudly or embarrassingly.

VIRTUAL MEETINGS BETWEEN STAFF AND PARENTS

The same principles apply:

- Location, location, location- In school use an office or one of the meeting rooms if possible. If not in a school location, always use a communal space such as a dining room, and NEVER a bedroom or exclusively private space.
- Personal appearance- always appropriately dressed, ideally work wear.
- A clear background free from distractions or unwanted/inappropriate imagery. Ideally a blank wall- or hang a sheet behind yourself.
- Always remove any personal items from any sight line that could identify other members of the family or other personal details.
- Remember that mirrors could display items you are not expecting to be seen.
- Check that the camera angle is straight ahead and stable.
- Ensure you have a strong wi-fi connection to ensure quality video and audio.
- Test the tech before you start.
- Ensure you will not be interrupted – especially loudly or embarrassingly.
- Make sure any resources are ready to be shared when required – rather than having to hunt for them on the desktop to share.

CONNECTIONS BETWEEN STAFF

Departments may wish to set up virtual meeting spaces to coordinate any online lessons and share resources. The google suite works well for this, and you may want to use Google Hangouts via your Scarborough College email account.