THE LINK SCHOOL REMOTE EDUCATION PROCEDURES

Written by:	Sue Denman
Date of last review:	February 2024
Date of next review:	February 2025

THE LINK SCHOOL REMOTE EDUCATION PROCEDURES

The Link School Remote Education Procedures need to be read in conjunction with OHC&AT's Remote Education Policy.

Procedures at The Link for Remote Education, in line with OHC&AT's, are:

- Staff must adhere to the OHC&AT Staff Code of Conduct at all times, including when delivering remote learning.
- All delivery must take place from OHC&AT premises, via OHC&AT systems and using OHC&AT devices.
- Live classes should be kept to a reasonable length of time and must take place during normal school hours.
- Ideally virtual sessions should be delivered to groups only, and at least two members of staff should attend.
- When planning delivery of live sessions, staff should consider the needs and profiles of each pupil/student intended to receive the session and risk assess accordingly.
- Live sessions should not be recorded unless they are 1:1 (see below) and images should not be made during live sessions. For example, if staff need to take a screenshot of content produced during a session, they must ensure that pupils'/students' faces and names are not in view.
- Staff should check whether pupils/students are happy to keep their cameras on during live classes, once pupil/student identities have been established at the start of the session. Use of cameras may be encouraged but not compelled.
- Staff and children/young people must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be neutral or blurred.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by the IT network manager/provider to communicate with pupils/students.
- Staff should record the length, time, date and attendance of any sessions held. Where remote access is used to deliver 1:1 sessions, for example therapy or counselling sessions, these must be recorded and the recordings safely stored in accordance with OHC&AT policies on IT acceptable use and records retention. Accordingly, the following stipulations have been made:
- 1:1 sessions must only be delivered from OHC&AT premises.
- 1:1 sessions must only be recorded on OHC&AT devices.

• Pupils/students and parents/carers must be made aware that sessions are being recorded and that recordings will be safely stored. This is to ensure that pupils/students and staff are protected, both in terms of safeguarding and information security.