



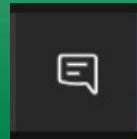
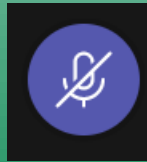
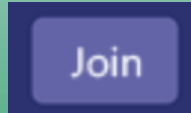
Hardenhuish Guidelines for Live Lessons/Meetings

Please share this slide at the beginning of every live lesson or meeting.



Please...

- Join the meeting on time
- Unmute when invited to contribute verbally
- Ask/answer questions via “Chat function”.



Remember:

- The lesson (and chat) is recorded so be respectful
- You can choose whether to turn on your camera on or off
- Before enabling your camera check that you:
 - ✓ Are wearing appropriate clothes
 - ✓ Are not in your bedroom
 - ✓ Have a suitable background



[Microsoft guide for how to join a live lesson – click here!](#)



Expectations for Live Lessons/Meetings



To ensure safeguarding expectations are met for all pupils, students and staff, the following information **must be followed at all times**:

- All staff who are interacting with pupils online will continue to follow our existing Staff Code of Conduct and IT Acceptable Usage Policy. These documents include clear expectations that staff will only use work email and accounts for all communication, and they must avoid any contact through social media.
- All live lessons and meeting will be held using the schools' Microsoft Teams platform.
- All live lessons and meetings must be recorded, and the video saved using the secure Hardenhuish Stream so that it can be reviewed if necessary.
- One-to-one meetings can only occur with confirmed parental consent and a parent must be present in the house during the meeting.
- Staff and pupils must wear suitable clothing, as should anyone else in the household.
- Those joining Live lessons/meetings used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Live lessons and meetings should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including any family members in the background
- Staff are aware of their continued responsibility for safeguarding and will continue to be alert to signs that a child may be at risk of harm, and act on any concerns immediately, by alerting the Designated Safeguarding Leads using the CPOMS 'cause for concern' category.
- Pupils and students have been reminded how to report any concerns they have to their tutors/year teams as well as being signposted to external sources of support available.
- Any concerns or questions should be directed to Jo Glossop (Designated Safeguarding Lead) jeg@hardenhuish.wilts.sch.uk or James Woollin (Deputy Designated Safeguarding Lead) jmw@hardenhuish.wilts.sch.uk.

Microsoft guide for how to join a live lesson – [click here!](#)