

Remote learning via Microsoft Teams

Staff delivering the sessions will complete this checklist before/during each session:

- Ensure they have re-familiarised themselves with the E-safety policy including the addition of remote teaching section and all safety procedures are adhered to
- Ensure the content of the session is only accessible to Team members who have been added and invited by the adult leading the session

- Only deliver sessions via a school registered account

- Ensure backgrounds are blurred for themselves and attendees with no personal information or property visible

- Ensure another staff member (SLT) is aware of the session taking place

- Never conduct 1:1 sessions

- Do record sessions, the recordings can be stored in an email folder and deleted after a period of time to be confirmed

- Make a record of time/date of session, attendees, notable events/problems and link to CPOMS immediately if needed

- Check verbally with the children attending that they have an open door and a trusted adult nearby

- Ensure that all children have left the meeting before closing it yourself- do not leave children in the chat space when you end the meeting.