



STAFFORD GRAMMAR SCHOOL

Prep 3-11 | Senior 11-16 | Sixth Form 16-19

Online Teaching and Learning Policy (in response to Covid-19)

Policy Review

Date of Review	Reason for Review	Reviewer	Checked & approved	Date of approval	Next review
01.09.25	Annual review	Director of Educational Quality & Development	Headmaster	01.09.25	01.09.26

These guidelines should be read in conjunction with the following school policies:

- Email and Digital Communications Policy (staff)
- Digital Policy (Pupils)
- Pupil Data Protection Policy
- SGS Safeguarding Policy
- Staff Behaviour Policy
- Latest version of KCSIE

Staff Responsible Use policy for distance learning.

Staff undertaking distance/online teaching should report to the DSL or one of the Deputy DSLs or a member of the SLT any actions or incidents which could be misinterpreted and any misunderstandings involving teacher and a pupil or group of pupils, in the course of an online lesson or virtual learning communication.

On-line learning platforms

Do not use social media (Instagram, facebook etc.) to communicate with or teach your pupils. No contact to take place over social media as stated with the school safeguarding policy and code of conduct.

Please use Google Classroom and other Google applications where possible or other approved learning platforms. If in doubt, please seek authorisation from the SLT.

Pupil behaviour during a lesson.

The school maintains the same expectations of behaviour as would be the case in normal face-to-face lessons.

If you have any concerns about pupil behaviour or actions, please contact their Tutor, Head of Section, Deputy Head or DSL as appropriate.

Direct Messages to pupils.

All staff should use school email accounts to communicate with pupils and/or parents. This is the same as working in school.

Monitoring student wellbeing online

Academic concerns/stress: give pupils the opportunity to communicate with you one-to-one via Google Classroom or email about academic anxieties, and liaise with tutors.

Emotional/psychological wellbeing: if a pupil appears to be emotionally distressed or vulnerable, or you have any other concerns about their wellbeing, liaise with the Head of Pastoral and Pupil Development, Safeguarding Team, Head of Section or Tutor as appropriate.

Monitoring attendance

If a pupil does not sign into online lessons and/or lack of attendance is a concern, please alert their Form Tutor and contact the pupil and/or the pupil's parent as appropriate.

Use of Live Video and Audio lessons

Google Meet or Google Hangouts are the approved methods of live video or audio lessons.

Live video or audio lessons must only take place at pre-arranged lesson times.

All teachers are authorised to provide live video or audio lessons using Google Meet.

Teachers must not provide administrative rights to pupils and teachers must not enable access to Google Meet lessons from non-Stafford Grammar School email accounts.

The use of webcams, video and live streaming must be done with very careful thought. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display.

Staff and pupils should avoid live streaming from bedrooms where possible.

Treat any online lesson the same as delivering a lesson in the classroom; maintain a professional image and never wear anything inappropriate or revealing. Insist that your students also wear appropriate clothing.

Language must be professional and appropriate, including any family members in the background.

Also be aware that parents and other people may be able to hear and see the teacher and others on Google Meet.

One-to-One online teaching: One-to-one live video or audio lessons should be avoided but when absolutely necessary, consent should be sought from parents for one to one distance learning with live video or audio link.

The following protective measures will mitigate risk in online teaching:

- You may wish to ask parents to “check in” at the beginning of the lesson, if one-to-one;
- Ensure professional delivery and conduct.
- The pupil must participate in an online lesson from a public place in the home (i.e. not from their bedroom);
- Always dress appropriately
- Ensure that your background and surroundings are appropriate

Peripatetic and LAMDA lessons are likely to be one-to-one. Here teachers have entered individual contracts with parents and teachers are likely to use a variety of on-line teaching platforms / video streaming platforms. Consent should be sought from parents on an individual basis, but the safeguarding guidance in this policy should be adhered to. If in doubt the individual teacher should seek advice from a member of the SLT.

Use of chat functionality in Google Meet and Hangouts

These applications give chat functionality that may be more appropriate for situations where live audio is not required or needed in a lesson. They allow teachers and students to interact to support teaching and learning, for example in Hangouts it is possible to upload pictures of worked examples, etc. However, chat history must be enabled at all times; it can be turned off by

individuals in the chat but the teacher can override this and should always do so to keep a log of conversations.

Language and interactions within the chat must be professional and appropriate. Also be aware that parents and other people may be able to see the teacher and possibly pupil responses.

Children with existing safeguarding concerns

The Pastoral and Safeguarding Teams will identify those pupils of concern and will take the necessary action to ensure that they are supported and safe. This may involve liaison with Children's Services, CAMHS and medical services, as appropriate. The safeguarding team will arrange for regular contact with vulnerable pupils and/or their parents. Teachers will be made aware if a child's situation impacts the online teaching protocols or agenda.

The DSL will produce a comprehensive Safeguarding Action plan

Raising Safeguarding Concerns

During a period of remote learning our responsibility and regulatory duty for safeguarding pupils must continue and it is probably more important.

Normal safeguarding procedures must continue as detailed in the school safeguarding policy.

If you have any safeguarding concerns about our pupils, you must not delay in contacting a member of the safeguarding team via email or telephone. Also add any concerns to MyConcen platform. If a member of the safeguarding team is not available or does not respond staff should not delay taking appropriate action and should consider speaking to a member of the senior leadership team and/or taking advice from local children's social care. Please see the school safeguarding policy for further guidance.

It may be necessary for a member of staff to make a referral themselves to Staffordshire Safeguarding Children's Board. Please refer to the safeguarding policy.

Use of Mobile Phones

Personal mobiles numbers/email addresses must not be given out to any children, parents or families. The only exception here is for peripatetic teachers, but this is through consent of individual parents.

If it is absolutely essential to make telephone calls using personal devices, staff should withhold numbers. Where possible, make calls to families from school using school phones or communicate via school email addresses.

SEND Pupils

Teachers must accommodate all students, including children with SEND or those who are more vulnerable. Please seek support from the SENDCO if needed.

Data Protection

All contact details for children to be accessed securely through school laptops.

All information to be accessed securely away from staff friends/family and laptops screens to be locked when not in use.

Please refer to the Pupil Data Protection Policy.