



Staff Code of Conduct - Online Learning

The STAR values – Service, Teamwork, Ambition, Respect – apply to remote learning as they do to learning in the conventional classroom.

Staff are expected to uphold the following principles.

Staff should:

- ✓ briefly remind pupils of the need for positive participation and adherence to etiquette at the start of each lesson.
- ✓ maintain the same high expectations of pupil behaviour that apply in the physical classroom.
- ✓ use positive praise and rewards in recognition of engagement, effort and progress.
- ✓ remember that pupils may be anxious about remote learning; emphasise building positive relationships.
- ✓ sign into MS Teams a few minutes before the lesson is due to begin and ensure that all resources are in place.
- ✓ ensure that all pupils are muted unless they are invited to contribute verbally to the lesson.
- ✓ monitor the chat function to ensure it is being used appropriately.
- ✓ ensure that they model high professional standards at all times including through the use of professional language and provision of high-quality resources.
- ✓ ensure that safeguarding requirements are met. In general, pupils should be taught in groups. One-to-one meetings with pupils (such as the provision of individual support to a pupil with SEND) should be carefully risk assessed. Notify the DSL of any safeguarding concerns.
- ✓ ensure settings are configured so that only the teacher can present during the lesson and share their screen.
- ✓ ensure that emails are closed and only those programs that are necessary for the lesson are open.
- ✓ at the end of each lesson, select 'end the meeting' (not 'leave the meeting') so that pupils cannot continue the meeting unsupervised.
- ✓ where teaching from home, blur the background (or choose a background) to protect personal privacy, wear suitable professional clothing and try to teach from a place in the house that is quiet, with minimal disruption.
- ✓ when teaching pupils online, ensure that all communication is through MS Teams. Never share personal details or contacts with pupils or communicate through social media or other channels. Private 'chat' with pupils is prohibited.