



## Westfield Primary Community School

### Remote Learning Code of Conduct

This section of the policy will be enacted in conjunction with the school's Online Safety Policy, which is available on the school website.

<https://www.westfieldprimary.co.uk/sites/default/files/uploads/media/files/safeguarding-and-child-protection-policy-oct-2018-stat.pdf>

During periods of remote learning, pupils will spend more time online. We strongly encourage all families to set age-appropriate parental controls on their digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. There is information on our school website, which provides parents / carers with advice on online safety: <https://www.westfieldprimary.co.uk/parents/e-safety>.

Parents / carers can raise any concerns they have around online safety directly with the school.

To maintain robust safeguarding procedures, digital interactions will, wherever possible, be textual (via Tapestry / Google Classroom) and be visible to the other members of the class.

**When using video communication**, all staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are not permitted.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Always remain aware that they are visible.

To provide support for pupils with SEND, smaller sessions or one-to-one sessions (with an appropriate adult to support the child) maybe be used but these must be approved by the SLT, in collaboration with the SENCO.

## Audio Communication

When using audio communication (e.g. phone calls), all staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Always remain aware that they can be heard.