



## **Remote teaching 1:1 protocols.**

### **Rationale.**

Safeguarding both staff and pupils is to be robustly and properly managed. The following protocols must be in place for any 1:1 online meetings between pupils and teachers or teaching assistants.

Remote 1:1 provision will ensure that pupils with specific targets -EHCP or from the Graduated Response Charts (linked to the DDI meeting outcomes) have a timetabled individual or group teaching session.

The school must show it is both meeting the learning needs of all our pupils, adapted for the current lockdown environment, with a focus on quality and delivery of education. Our high expectations of quality delivery of a planned curriculum includes vulnerable and SEND pupils. Our systems to monitor the education of pupils remotely and understand specific challenges and barriers at home are clear and robust.

### **Criteria**

For 1:1 Zoom or online meetings **where both parties are remote** (i.e. offsite) then the following conditions should be adhered to. If at any time one of these conditions fails then the meeting should be **cancelled immediately**.

- The Zoom meeting link be in the teacher diary, be a recurring link, and at the same time weekly.
- Phase leads the Principal and the DSO must have sight of the Zoom link and be able to access that meeting for QA/Safeguarding - this is through an invitation on TEAMS sent which then allows the meeting and links to go into the calendar.
- The child on the Zoom must have an adult visibly present during the meeting.
- Teachers should be used for remote:remote Zoom meetings and teaching assistants only in specific cases and with specific SLT/SENCO authority.
- SLT should have the Zoom 1:1 remote to remote meetings for their phase in their weekly calendars and there should be no ad-hoc meetings which don't satisfy the above criteria.
- DSO (Liz P in this case) should have all Zoom meeting links in her calendar as an extra safeguard.

Where one or other of the parties is on site the following should apply:

- The onsite party (child or adult) should be situated in a visible place, where they are easily seen and checked by SLT/DSO on Learning Wanders around the school daily.

For all meetings the standard safeguarding protocols should always apply; anything that an adults hears or sees which raise concern should be reported on CPOMS immediately.