

 Teaseldown School @ The Sugar Loaves

175 Swan Street

Sible Hedingham

 HALSTEAD

CO9 3PX

Tel: 07754 271016

admin@exceptional-ideas.co.uk

**Remote Working Protocol for Staff, Students and Parents**

In response to an ongoing review of remote working arrangements with students the following protocol has been created to ensure that all safeguarding requirements are being considered.

The following actions will be required from all staff, students and parents to continue to ensure that all parties are working to the “Safeguarding Guidance for Staff Working Remotely with Students” issued prior to Exceptional Ideas Ltd commencing remote working.

**General requirements**

* Lessons will continue to take place at the usual times of 9:30, 11:00, 13:00 and 14:00
* Lessons will run to the student’s normal timetable except with prior agreement from the Operational Senior
* Language should always remain professional and appropriate from all participants
* Laptops and school phones should be shut down and turned off when you are not working with them.

**Student requirements**

* Lessons will take place for one hour except with prior agreement from Operational Senior. Students should be ready to begin lessons at the above listed times.
* Students will be out of bed for all lessons and be at a desk environment where available
* Students should be appropriately dressed for all lessons. Low cut or revealing clothes and nightwear are not considered appropriate clothing. If clothing or environment is not considered appropriate for learning by student mentors, students will be politely asked to correct these, be given an agreed time to do so and then will be re-contacted by the student mentor at a mutually agreed time.
* While on audio or video calls, if the student is in a room separate from parents / carers, the doors should always remain open.

**Staff requirements**

* Student mentor actions should always remain professional.
* Student mentors will always be dressed appropriately.
* For video and audio calls, staff will be in a calm, quiet environment with no personal effects e.g. photographs or other personal items visible behind them. Where this is not possible, the background facility should be used to address this.
* If a student mentor feels that a student’s dress or environment is not appropriate to complete a lesson they will politely request that the student corrects this, give the student an agreed timeframe to do this and mutually agree a time for them to call the student back to restart the lesson.
* Student mentors will ensure that an adult is monitoring the student when they are on audio or video call. If a student mentor becomes concerned that this is not happening, they should raise this with their Operational Senior, or with the Safeguarding Lead who will investigate this.

**Parent / carer requirements**

* Parents / carers are responsible for:
	+ Monitoring the internet usage of the student i.e. what they are looking at online and setting parental controls if required.
	+ Informing operational seniors of any illness or absence of students.
	+ Monitoring students when they are on audio or video calls with student mentors. If in separate rooms, doors should always remain open.
	+ Communicating to operational seniors any occasions when monitoring of students on audio and video calls will not be possible.

June 2020