

# Remote Learning: Advice and guidelines For Staff and volunteers A List of 'Dos and Don'ts'

While Nova is closed, tutors, volunteers and students will use Zoom, Google Meet and Google Classroom to deliver lessons and activities. As this is a new way of teaching and delivering for us, there are some fundamental rules that we'll need to follow -

## Do...

- Read the online safety risk assessment
- Consider any additional potential risks specifically associated with the students in your class and discuss these with Nova's safeguarding team **before** commencing your remote online learning program
- If you observe any unusual online behaviour from your students or children in your class/activity, immediately report to a member of the Safeguarding Team as appropriate
- Communicate with students and parents using your Nova email account
- Use only Nova accounts for any online platforms used, never use personal accounts. If you are a volunteer, then please ensure only your first name is visible during online meetings and lessons.
- Only Nova members of staff should host zoom meetings or set up Google classroom or meet
- All zoom meetings and other online platform meetings must be password protected
- Close down any other tabs or websites in advance of remote learning sessions commencing
- Deliver your remote online learning sessions from a neutral location; carefully consider what will be visible behind you
- Tutors should ensure that Upshot is updated with the latest lessons

## Don't...

- Share photographs and videos of yourself or others
- Upload any photographs, videos or screenshots of yourself or anyone else

- Ask parents, children or students to share their passwords with you, unless written permission is sent by the student
- Create screenshots or record activities/sessions without participants' permission
- Use your personal email address or personal phone to contact children. If you are not a member of staff then please contact a member of staff to contact parents of the children for you.
- Contact students and parents outside of the normal work hours or allow them to contact you outside of agreed times. It should not be expected that you are available around the clock and definitely not during weekends

## **Any concerns**

If you have any concerns regarding a student or child then please contact either the Designated Safeguarding Lead or Deputy Safeguarding Lead;

Designated Safeguarding Lead: Emma Yasmin Butt, 07725 302290, emma.butt@novanew.org.uk

Deputy Safeguarding Lead: Aimee Ling, 020 8960 2488, aimee.ling@novanew.org.uk