

ONLINE LEARNING POLICY FOR THE BLOOMFIELD LEARNING CENTRE

TECHNICAL INFORMATION AND REQUIREMENTS

- Bloomfield e-lessons will take place via the Zoom platform in order to ensure safeguarding protocols are specific to the functions of the software and to allow for greater technical support to tutors, parents and guardians. There is no cost to use the Zoom 'Basic' package for either parents/guardians or tutors.
- Zoom is available to download free here: <https://zoom.us>
- The use of laptop/desktop is preferable due to improved functionality and security. However, in order to increase accessibility for all learners, it is possible for lessons to be facilitated on mobile devices via the Zoom app. In this case, additional precautions must be taken including ensuring that the tablet/phone is mounted on a stand or table and not handheld; to avoid the accidental sharing of private or confidential data/images.
- The device that you use will need to have a working camera with audio functionality.
- Your device will need to be connected to the internet, ideally with a minimum speed of 2mbps, if you are unsure of your internet speed then you can test it here: www.speedtest.net
- Your device will need to have alerts, etc, turned off, so that they do not interfere with the lesson.

ONLINE LEARNING CODE OF CONDUCT

Mandatory Guidance for: Parents, guardians, tutors, pupils and all members of their respective households.

- All video lessons must be arranged with the **full knowledge and consent** of an **adult responsible for any participants under the age of 18**. To ensure this, Bloomfield teachers must only initiate video-lessons via the email address of a named adult with parental responsibility for their pupils.
- Before the start of the first video-lesson, the parent/guardian must have read and agreed to this document.
- ***When creating an e-lesson on Zoom and inviting parents/guardians via email, Bloomfield teachers must cc. in Jason at zoom@bloomfieldlearningcentre.org.uk***
- ***Bloomfield managers reserve the right to observe lessons digitally for the purposes of quality assurance and safeguarding. Parents/carers will be made aware of this in advance.***
- All participants and all members of their household will be expected to wear **suitable clothing** at all times whilst the lesson is taking place.

Charity no. 1016894

- **Language** must always be professional and appropriate during video-lessons, including that of all other members of either household.
- Lessons must take place in an **appropriate room** in the home and wherever possible, not in the pupil's bedroom.
- **All lessons must be supervised by an adult with parental responsibility** for the pupil(s). Ideally the parent/guardian will remain in the room for the duration of the lesson, however this may not always be possible or desirable. **As a minimum, the parent/guardian should remain in the general proximity throughout** (e.g. by remaining in the building with the door to the teaching room being left open) and will ideally be present in the room at the beginning and end of the lesson.
- Lessons should take place during **reasonable working/learning hours**. What is reasonable will be dependent on the age of the individual pupil concerned and a matter of negotiation between the parent/guardian and tutor.
- Teachers must ensure that the **teaching environment**, both physical and digital (including desktop backgrounds and open tabs, software, documentation) are professional and neutral (e.g. family photos would be inappropriate).
- Extra-care must be taken by all parties to ensure that **private or sensitive information** and data is not accidentally shared during a video-lesson. Bills, receipts, documents (both physical and digital) and letters/emails should not be on display. All members of both households should be aware that the video-lesson is taking place and be mindful of this.
- To further prohibit the accidental sharing of private/confidential data/images, it is required that when lessons are delivered or received via a **mobile device**, such as a tablet or phone, the device is **securely mounted on a stand or flat surface** (not hand-held) before the video-lesson is due to start.
- **Recording lessons is prohibited. Whilst** Zoom can make video recordings of meetings/lessons **it is not permitted for either party to record lessons.**
- **Video-lessons are only permitted to take place via Zoom** and not other webcam or video chat platforms.
- Zoom's **chat feature** may be used during lessons for the purposes of supporting pupil learning, however all content must be appropriate. The chat function **may not be used outside of a scheduled lesson** or for social purposes.

IMPORTANT

If at any time during or after a video-lesson the terms and practical measures set out in the Code of Conduct are not followed by either party, the teacher or student can terminate the session. The reason for this must be communicated to the other participant and to Bloomfield management, afterwards.

If parents/guardians, pupils and/or tutors breach the terms of this policy, subject to the outcome of an investigation, The Bloomfield Learning Centre withholds the right to terminate their contract, or cancel all remaining lessons

Charity no. 1016894

ADDITIONAL CLAUSES

- In order to further ensure security, it is best practice to password protect video-lessons ('meetings') when scheduling them (you will see an option to add a password after clicking 'Schedule'. The security provided by a password is compromised if this is shared with parents/guardians via the same method as the meeting invitation link.
- The Bloomfield recommends selecting a password in advance for all lessons and sharing this with the parent/guardian via email before the first lesson.

BEST PRACTICE GUIDANCE

- How to set-up/install Zoom:
<https://m.youtube.com/watch?v=QsAYUq42vLI&feature=youtu.be>
- Utilise the Zoom's 'Original Sound' feature to improve audio quality for lessons:
<https://www.youtube.com/watch?v=50NoWiiYECA>
- The use of 'screen sharing' can be a valuable pedagogical tool. Teachers are encouraged to use this feature, subject to the clauses of the Code of Conduct above.

SAFEGUARDING AIMS:

- To establish a culture of vigilance and awareness about child protection issues.
- Bloomfield teachers must observe statutory requirements in respect of safeguarding and have read and understood The Bloomfield Learning Centre's Safeguarding Policy.
- Bloomfield teachers must adopt working practices, behaviours and attitudes that support and promote children's safety and wellbeing
- Support a culture of safeguarding, building resilience and a collective responsibility for the safety and well-being of others in which it is recognised that safeguarding is '**everyone's responsibility**'
- Promote a culture of trust amongst pupils, adults, parents and carers, partners and stakeholders through setting out our procedures to identify and support children at risk and to respond to concerns and disclosures
- Work constructively with partner agencies to ensure timely and appropriate support for vulnerable children and their families.
- Bloomfield teachers should report any concerns about a child's safety and wellbeing to the designated lead for safeguarding – Jane Orr, Headteacher.