



Covid-19 Pandemic - Home Working Protocol

January 2021

In order to facilitate and support colleagues working from home during periods of school partial closure, the following protocols/expectations have been agreed.

These protocols will also apply when staff are involved in remote consultation evenings and meetings with other professionals/services.

If and when required, school will provide the detail regarding how teaching teams are deployed to support a working rota. This could involve a full subject team being in school to cover/support critical and vulnerable pupils who attend school daily. Other teaching teams would then deliver their remote learning offer from home.

Please note that teachers are required to support remote learning, whilst working from home, until 3.15pm. This needs to be done from home with no time out in public running errands or visiting shops etc. This is to maintain professional standards and integrity.

Teaching Staff

Teaching staff should follow their own timetable to deliver a combination of live lessons and live interaction for their own classes as directed by their Team Leader. Being available for classes during your timetabled lesson will maintain the positive relationships that have always been a strength of Kettlethorpe High School whilst encouraging participation in remote learning.

All lessons should cover the planned curriculum content.

Subject teachers/Team Leaders should collate and record their remote education offer in order to support school leaders in effectively evaluating the remote education provision for each year group. This will link to work schemes and examination specifications.

Staff working in school should continue to strictly observe the 'hands, face, space' guidance for health and safety reasons.

Teachers working from home should ensure they have effective technical capacity to offer consistently high quality remote learning. Please note no equipment can be loaned from school due to lack of availability.

Teachers should be available during normal directed time for school communications including regularly accessing their e mail.

Non-contact time and any time gained from working remotely (e.g. from a lack of form time and duties) should be used to fulfil the DfE requirement of providing at least weekly next steps feedback to pupils.

The DfE requirement, January 2021, is at least weekly next steps feedback to pupils. Team Leaders may already have discussed and developed working approaches to providing feedback. For example, oral rather than written feedback etc.

If you are unable to work your normal hours, please follow the absence procedure:

- For sickness: follow the usual school absence procedure by contacting school on **07736 614047** between 7.30am and 7.50am
- For planned absence: complete the usual leave of absence form and submit this in the usual way.
- In both instances please inform your line manager / Team Leader and where possible ensure cover work is set.

When appearing on Microsoft Teams:

- Ensure you wear professional dress and have a neutral background behind you avoiding areas in your house such as the bedroom.
- Ensure you are the only person visible and audible on camera during professional Microsoft Teams meetings (including live lessons, staff meetings and CPD events).

If you have any safeguarding concerns, please refer to the school's DSLs in the usual way.

Support Staff

Support staff should carry out their agreed responsibilities and duties during their contracted weekly hours. Where it is possible for you to work at home and agreed with your line manager, some of these hours can be done remotely.

Support staff should ensure daily tasks and responsibilities are agreed with their line manager in advance so they can work efficiently and independently.

Staff working in school should continue to strictly observe the 'hands, face, space' guidance for health and safety reasons.

If working from home, ensure you have suitable technical capacity to allow you to complete your daily tasks. Please note no equipment can be loaned from school due to lack of availability.

Support staff should be available during contracted hours for school communications including regularly accessing their e mail.

If you are unable to work your normal hours, please follow the absence procedure:

- For sickness: follow the usual school absence procedure by contacting school on **07736 614047** between 7.30am and 7.50am.
- For planned absence: complete the usual leave of absence form and submit this in the usual way.
- In both instances please inform your line manager.

When using Microsoft Teams:

- Ensure you wear professional dress and have a neutral background behind you avoiding areas in your house such as the bedroom.
- Ensure you are the only person visible and audible on camera during professional Microsoft Teams meetings (including live lessons, staff meetings and CPD events).

If you have any safeguarding concerns, please refer to the school's DSLs in the usual way.

GUIDANCE

Teachers are to:

- Always sit against a neutral background (if delivering from home). Ideally, pupils should not be able to identify whether you are at home or school.
- Avoid teaching in a bedroom.
- Dress like you would for school – in professional clothing.
- Double check that any other tabs you have open in their browser would be appropriate for a child to see, if you are sharing your screen.
- Use professional language.
- Make sure that no other household members are visible or audible.

- If pupils' cameras are on, make sure pupils are dressed appropriately and ready to learn (for example, no pyjamas and not lying on a bed or eating a meal. The same behaviour expectations apply as for on-site lessons).
- Teachers should record lessons to protect themselves in terms of safeguarding, especially if working 1:1 with pupils.
- If pupils behave inappropriately during a remote lesson, use the 'inappropriate behaviour on teams' and record on SIMs &/or report to your Team Leaders or Key Stage coordinator. The behaviour team will monitor and respond to this.
- It is up to you to decide whether you will let pupils use chat in Microsoft Teams. The chat function can be a very useful means of communication. However, like any chat function, it could lead to bullying, or be a distraction from learning if it is not monitored correctly.
- Be mindful of data protection and do not share pupil data whilst on a live lesson or recording.
- If you have any safeguarding concerns during this period of remote learning, please share your concerns with the safeguarding team via the usual communication channels. The DSL or a Deputy DSL will always be on site during school hours and emails will be checked throughout the day.
- If you need to speak to the DSL in an emergency, call Gareth Mellor on 07855 752369/07962 960626 or Jane Babbage on 07775 773532
- If a child is at immediate risk of harm, ring **999**.

Pupils:

- Sit against a neutral background.
- Try to be in a quiet space where they would normally study.
- Dress appropriately – no pyjamas or inappropriate clothing.
- May be able to use the chat facility to communicate with teachers. However, please remember that all chats are logged and lessons are often recorded.
- Make sure you are ready to learn, just like you do in your classrooms; no eating or bad language.
- Please mute your microphone when the teacher is talking.
- If there are any technical issues please your Key Stage Manager:

Key Stage 3 Ms Hudson Frost: sfrost@kettlethorpe.wakefield.sch.uk

Key Stage 4 Mr Douglas: rdouglas@kettlethorpe.wakefield.sch.uk

- If there are any issues around the lesson, please email your subject teacher in the first instance and then your Year Manager or Ms Hudson-Frost or Mr Douglas.

- If you are concerned about any inappropriate conduct whilst using Microsoft Teams please email Mr Mellor, the Designated Safeguarding Lead (DSL) at Kettlethorpe High School: gmellor@kettlethorpe.wakefield.sch.uk

Pupils using Microsoft Teams from home:

Microsoft Teams is a safe and well regulated online platform where you will be taught by your subject teachers and sessions will be at your scheduled lesson time. Parents can see pupil timetables in pupil planners. In order for you to get the best out of this opportunity, you must make sure you follow all usual school expectations for when you are in lessons. Remember our guidelines for acceptable ICT use too.

The school's DSLs are:

- Mr Douglas: rdouglas@kettlethorpe.wakefield.sch.uk
- Mr Mellor: gmellor@kettlethorpe.wakefield.sch.uk
- Ms Hudson-Frost: sfrost@kettlethorpe.wakefield.sch.uk
- Mrs J Babbage: jbabbage@kettlethorpe.wakefield.sch.uk