



Safeguarding Protocols using Microsoft Teams

What is it?

- Teams is an online/app which allows teachers to run live lessons using school email addresses.
- All students have access to Teams through the Microsoft 365 package.
- A teacher may hold a live lesson with students and share a powerpoint whilst talking over it using audio/video.
- Students will be directed by their teacher if they are asked to contribute to the lesson by using their microphones or through the chat function.
- Students have their cameras automatically disabled in the meeting and cannot turn them on at any point. No one can 'see' them during the meeting. The students can hear other students contribute via the microphone.

Safeguarding Protocols

- Teams is to be used to teach live lessons and will not be used socially.
- Only certain members of the school can create teams and invite people to meetings. Students have this function disabled.
- Senior leaders in the school can access lessons and 'drop in' to monitor quality of teaching and behaviour of students.
- All lessons are to be recorded and can be reviewed.
- Live lesson protocols will be displayed at the start of the lesson and reinforce the expectations to students.
- Any misuse will result in the student being removed from the lesson.
- If there are any ongoing behaviour concerns, the teacher and Head of Department will work to resolve the issue.
- If there are any safeguarding concerns, these will be reported through the usual safeguarding procedures within school.

Live lesson protocols for students

- This is an online lesson that will be recorded. Please be aware of what you say.
- Anything posted in the chat or said on Teams cannot be deleted.
- You are not to screen capture the lesson at any point.
- Your camera is disabled and you only have access to audio.
- If you want to contribute to the lesson- click on the 'raise your hand' logo and wait for your teacher to call upon you.
- When you are called upon by your teacher, click to unmute your microphone.
- The use of the 'chat' is for the teacher and you to ask and respond to questions. It is not a social space.
- You need to leave the meeting when asked to do so at the end.
- Anyone not following the rules will be removed from the meeting and will face sanctions