



Guide for Staff: Netiquette when conducting online sessions



Safeguarding Considerations:

- ⇒ *Critical point:* Safeguarding is paramount and takes precedence above everything else
- ⇒ Be aware of college policy & practice, including agreed online platforms and existing professional guidelines
- ⇒ Ensure your home or working environment is appropriate to be shared. Consider the use of virtual backgrounds during online sessions
- ⇒ Organise your sessions to ensure a structured and purposeful learning environment - without distraction
- ⇒ Consider the needs of all learners; what adaptations need to be made? Have you involved Learning Support staff? Is your language and content accessible for all?
- ⇒ Maintain your safeguarding responsibility – for example, remain professional, monitor interactions between your learners and be vigilant about changes in learners' behaviour or environment
- ⇒ Know *when* to report a concern and *who* to report it to

Expectations Checklist:

- ⇒ Ensure sessions are conducted in a suitable environment and within timetabled slots. Adhere to college policy & practice and deploy where necessary
- ⇒ If you are recording a session ensure all your participants are aware of this. Ensure recordings, chats and resources are available for all
- ⇒ Be conscientious of confidentiality when working online, for example: turn notifications off and close any irrelevant screens ready for screen sharing. Adopt the use of headphones/headsets
- ⇒ Ensure you and your participants are dressed for the 'occasion'
- ⇒ Ensure staff and learner cameras are on; work closely with learners who are attending sessions with cameras off
- ⇒ Capitalise on engagement opportunities with parents/carers, ensuring they are well informed (this may be from parents/carers observing or participating in sessions)

**If in any doubt about your roles and responsibilities contact your line manager or the safeguarding team*