

Easington SSP Service Guidelines for Schools / Parents

Easington SSP will be delivering Physical Activity lessons remotely and online until schools re-open and face to face lessons are able to re-start.

How will students access webcam lessons?

- Lesson invitations for webcam lessons will be emailed directly to Schools. This will include the day and time of the lesson.
- School staff, parents/carers are asked to login for their child.
- **Accepting the invitation to a webcam lesson will act as confirmation that you have read this and give permission to proceed.**

Lessons will be delivered via Zoom

We are very aware of recent security concerns relating to Zoom however we have taken advice and ensured that delivery is as safe as possible for all pupils and staff.

Zoom Security Settings

In order to protect pupils and staff when teaching the following settings **MUST BE USED**

- All lessons are password protected
- All lessons will be delivered using a paid license (no free licenses will be used to host meetings)
- All pupils will enter the lesson with their microphones muted.
- If accessing by app the most recent version must be used.

All settings will adhere to the Cabinet Office and Government Digital Service settings to ensure Zoom is as secure as possible.

Safeguarding

- SSP teachers have been given comprehensive advice about delivering remote lessons safely.
- SSP teachers have been safely recruited, have up-to-date training, are fully DBS checked and are experienced professionals.
- The same rules for safe, professional behaviour that apply in a PE lesson at school will still apply to webcam teaching.
- School staff / Parents must stay in the room if students are under 16 years old.
- SSP teachers can mute participants and end the lesson at any time.
- If schools parents/carers have any concerns about lessons, please contact garry.purcell@durham.gov.uk

Setting up the system

- When you receive the lesson invitation, click the link to join the lesson.
- You will be prompted to download the Zoom Desktop App to run the system or you can access via browser.
- If you can't hear and/or see the teacher, then make sure that the audio and video buttons on the bottom left of the screen are turned on.
- Teachers (or other SSP colleagues if required) will try to support and help with any technical issues.

Lesson Preparation

- Select a suitable room where your child will be undisturbed – this should not be a bedroom if possible. If that is the only available space, please position the camera so that the background is neutral and suitable for a lesson.
- Make sure that external noise will not affect the lesson.
- Check the background e.g. avoid family photos etc. being in the view.
- Pupils must be dressed appropriately in PE / Sport clothing – teachers will not deliver the lesson if a child is not appropriately dressed.
- Ensure there is no bright light source behind your child as this makes it difficult for them to be seen properly.
- Ensure that they have a drink and anything else they need ready before the lesson starts.
- Remind your children that this is still a formal lesson and not a social media interaction and they should speak and behave appropriately as they would in a face to face live lesson.

Lesson Delivery

- If the SSP teacher is not quite ready, just wait until they start the lesson connection – when the lesson is joined they will receive an automatic prompt that you are waiting but may just be finishing a previous lesson.
- Remind children to follow teacher instructions carefully so that the lesson runs smoothly. They will get used to it very quickly as digital natives!
- The teacher will end the lesson and when they have finished teaching, and this will automatically end it for the pupil.

Should you require any other advice or have any questions please contact the Easington SSP team.