busy brains
inspiring active minds

Guidelines for Online Learning

Safeguarding

- ★ All the rules from our Busy Brains Safeguarding policy still apply as they would for normal face to face lessons.
- ★ All teachers have been given advice and training where needed about delivering remote lessons safely.
- ★ All our teachers have up-to-date DBS certificates and relevant training.
- ★ Parents may remain in the room where the lesson is taking place if they wish whilst their child is receiving an online lesson. We ask however that siblings/other children are not present.
- ★ Teachers can mute any participants at any time and have been advised to end the lesson immediately if anything happens that they feel uncomfortable about.
- ★ Parents have consented to setting up .busybrains email accounts for their children and are advised to only allow their children to use these accounts for Busy Brains communications.

Setting up the System

- ★ Parents are given guidance on how to set up the email account, access Google drive and Google hangouts. Parents/pupils should not share this guidance with non-Busy Brains personnel.
- ★ Hangouts messages and video are encrypted.
- ★ If you cannot see or hear the teacher, ensure that the audio and video buttons/icons have been pressed.

Lesson Preparation and Delivery

- ★ Ensure that any external noise will not affect the lesson in any way.
- ★ Find a suitable room in the house where your child can work undisturbed and without distractions.
- ★ Try to ensure that there are no bright lights behind your child as this could potentially make it difficult to be seen properly.
- ★ Ensure that you have everything ready before the lesson begins - resources, books, pencil case etc.
- ★ Please remember that this is still a formal lesson and not an informal social media conversation. Everyone - teacher and pupil should speak and behave appropriately as they would in face to face lessons.
- ★ Be ready 5 minutes before the allocated and booked lesson time.
- ★ You will receive an invite from the teacher when they are ready to start the lesson.
- ★ If it is a group session, please be mindful that the audio system only allows one direction of audio at a time, so you may need to wait for a few seconds to talk. Listen carefully to the instructions from the teacher.
- ★ Lessons will end when the teacher ends the video call - this will automatically end the session for the pupil. Lessons will be strict on timings as the teacher may have a another lesson booked following yours.