



## Virtual Learning Guidance Appendix Five:

### Virtual Learning Sessions with 1 Adult

It is best practice to have two members of staff within any virtual sessions and this should be adhered to as far as possible. However, during virtual learning it may be necessary for a member of school staff to run an intervention for a group of children. Due to staffing restrictions, it may be difficult for staff to have 2 members of staff present throughout the whole session.

In order for this to be completed whilst staying compliant with safeguarding procedures, the following must be adhered to:

1. The member of staff taking the group must have signed to say they have read and understood the NPAT Virtual Learning Guidance
2. All sessions must be recorded and saved for 20 days
3. The session should NEVER be 1:1 with a member of staff and a child, even if the parent is present
4. Another member of staff must be invited to the call so they are able to enter the call at any time
5. The other member of staff should drop in to the call, even for a short period of time, if they do become available
6. Each year group must keep a record of all timetables that states clearly:
  - a. When the session is (date, time, duration)
  - b. Who has set the call up
  - c. Subject being taught
  - d. Which adult has also been invited
  - e. Which children will be on the call

This should be made available to any member of SLT on immediate request.

7. The member of staff setting up the call should set up a 'waiting room' or a 'lobby' function so they can let all the children in at once where possible. If this is not possible, encourage the invited member of staff to be present as children are entering the session
8. The member of staff must follow all other protocol as stated in the Virtual Learning Guidance, e.g. contact through school email addresses only, using school approved platforms etc. Please see full guidance for full details
9. If at any time the member of staff has any concerns they are to end the call and report their concerns to the Headteacher or DSL immediately.