

It's important that you maintain a level of professionalism and treat any online lesson in the same way you would treat a classroom lesson. Remember simply delivering your face- to-face session online might not work to effectively deliver the same learning outcomes.

Consider chunking activities and explore different strategies to include:

- Some pre-reading and questions for students to consider
- A quiz or question and answer forum to check and consolidate understanding · Using appropriate BLC modules
- Always ensure that your content is age/gender appropriate and is accessible for all students.

CONDUCT

- Dress appropriately and ensure that there is no personal information on display behind you. Use the blur or background option in Google Meet
- Remind students of acceptable behaviour and refer to the Student Online learning Code of Conduct during class, if necessary
- Ask learners to mute their microphones on entry to prevent any unwanted background noise
- Do not share personal emails or social network links. Ensure all communication is carried out using work email addresses, Google Classroom or Google Meet as much as possible

CONTENT

- Share your Google Classroom with your Curriculum Lead/Head of Department in case of absence
- Take an attendance register. Stamford staff should do this through EBS, Peterborough staff should use the normal register system in MIS
- Set and share clear learning outcomes - What are learners going to learn?
- Check resources are ready to be shared when required
- Create an active experience for your students
- Provide helpful and timely feedback that will advance learning
- Ask for regular feedback including what do your students enjoy and what would they like more of?

GOOGLE CLASSROOM CONTENT

All classrooms should contain the following:

- Google Meet Code in the classroom header
- Lesson Materials
- Course Module Specification

- Student Scheme of Learning Outline including key assessment dates
- Useful Links
- Announcements for Students
- Use of topics to split content
- Assignments with templates
- A range of BLC modules, where appropriate
- Quizzes, where appropriate
- A range of YouTube videos
- Full integration of TLA apps
- Classroom Q&A
- Assessed classwork
- Selected Video recordings
- Student commenting to posts

RECORDING YOUR LESSONS

There is no requirement for all of your sessions to be recorded. Use the record feature in Google Meet to record topics where there is complex information; demonstrations, outline of assessment requirements and topics for revision purposes. These should be no more than 10/15 mins to maintain interest and to convey key learning points. These videos must be suitable for all students including those with learning difficulties and disabilities.

STUDENTS' AND ONLINE SAFETY AWAY FROM COLLEGE

It is important that all staff who interact with students, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with in accordance with the Safeguarding for All policy and where appropriate, referrals should still be made to student's social care and as required, to the police.

Our students will have completed e-online safety modules in the first term and so should know how to keep safe, but be mindful of this. Be mindful about what support you can offer remotely.

Signpost students to external services via the Student Intranet or advise them that you will refer them to our Safeguarding team:

- Stamford: safeguarding@stamford.ac.uk
- Peterborough: safeguarding@peterborough.ac.uk

To make a safeguarding referral to flag any safeguarding concerns that require communication with Children's/Adult Social Care, email:

- Stamford: safeguarding@stamford.ac.uk
- Peterborough: safeguarding.prc@peterborough.ac.uk
- Or call the Deputy Designated Safeguarding Lead: Stamford: 07810 161 010. Peterborough: 07740 456 720 Direct students to call 999 if they are in any immediate danger.