

# Teaching Remotely: Do's and Don'ts

Safeguarding practical tips to help keep you and your pupils safe

## ✓ Do's

- ✓ Communicate with pupils and parents only during school hours.
- ✓ Take a register at the start of lessons and notify any absences as soon as possible to the office for pastoral staff to follow up.
- ✓ Report any pupil concerns via your usual school system keeping to the agreed school policy for remote teaching and follow all protocols. If in doubt, seek support from your line manager.
- ✓ At the start of your lesson always go through your expectations by setting out the ground rules you've agreed with your school.
- ✓ Record live classes so there's a record to refer to.
- ✓ Try to use a shared open space to film yourself.
- ✓ Always go online at least 5 minutes before your lesson is due to begin. Check everything is working and all notifications are switched off.
- ✓ Keep it professional. Your code of conduct still applies.
- ✓ Dress formally as you would if you were at school.

## ✗ Don't's

- ✗ Give parents and pupils any of your personal phone numbers or postal address.
- ✗ Communicate with pupils and parents outside agreed systems and platforms.
- ✗ Use your personal email address or social media accounts to communicate with parents and pupils.
- ✗ Arrange one-to-one telephone or video calls with pupils without parental consent or someone else from school knowing about it. Always include another adult when talking to a student.
- ✗ Walk away from your computer or start work on other tasks that may distract you or your audience.

If you have any queries regarding staff or pupil safety as a result of Covid-19, please do not hesitate to get in touch or [visit our website for further information](#). For online support directly related to re-opening your school, [email](#) our Director of Educational Services, **Costa Constantinou**.

## Contact us by

 VeemaEdu

 @VeemaEdu

 Veema

Never Stop  
Learning

**veema**<sup>TM</sup>  
EXCELLENCE IN EDUCATION