National Online Safety®
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#WakeUpWednesday

REMOTE EDUCATION
10 TOP TIPS FOR EDUCATORS

Remote education ensures continuous learning outside the classroom. For school staff and teachers, there is a lot to consider and planning is key to ensuring effective and successful delivery. That's why we've created these top tips to help school staff ensure they deliver the most secure and safest remote education experience they can, both for themselves and their students.

1. FAMILIARISE YOURSELF WITH THE RELEVANT POLICIES

Remote education should be an extension of learning at school. Ensure you still adhere to the relevant policies around safeguarding, acceptable use, data protection, student behaviour and online conduct, for example.

2. CONSIDER YOUR SURROUNDINGS

The use of webcams, video and live streaming must be done with careful thought. Ensure the positioning of any camera is in an open space with a plain background if possible and with no personal information on display. Avoid bedrooms.
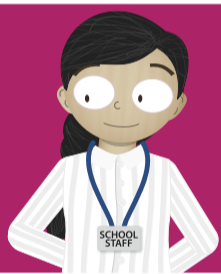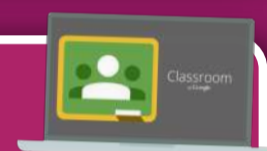
3. CREATE AND DISSEMINATE CLEAR REMOTE EDUCATION POLICY AND GUIDANCE

This is important so that parents and pupils are clear as to what is expected of you, including around behaviour and conduct. It will also provide them with a level of confidence and reassurance.

4. ONLY USE SCHOOL-APPROVED PLATFORMS AND COMMUNICATION CHANNELS

Make sure that you keep to communicating through official outlets, such as your schools online portals or assigned email addresses. Never communicate using personal emails or numbers and refrain from communicating outside of school hours.

5. MAINTAIN PROFESSIONAL DRESS AT ALL TIMES

Treat any online lesson the same as delivering a lesson in the classroom. Maintain a professional image and never wear anything inappropriate or revealing. Encourage your students to also wear their school uniform.

6. DISTRIBUTE A CLASS TIMETABLE/SCHEDULE FOR REMOTE TEACHING

This will help to maintain a structure and lesson plan to classes. Include the frequency of lessons, duration, how they will be delivered, times for online and offline learning and any links. This will give parents a sense of structure and reassurance around lesson delivery.

7. ENSURE YOU USE THE CORRECT/APPROPRIATE TECHNOLOGY

Remote education will mean that you will need to employ the right technology and software to ensure that students are able to access learning in the safest and most secure way. Look to distribute a list of safe apps and software that are secure and won't raise any safeguarding concerns.
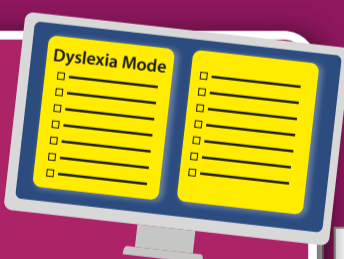
8. PROTECT PERSONAL DATA

Only use appropriate systems and software that require email and password login. It's always best practice to only use school-provided email addresses.

9. CONSIDER THE NEEDS OF SEND PUPILS AND VULNERABLE LEARNERS

It's important to try and accommodate all students, including children with SEND or those who are more vulnerable, and take into account different levels of learning.

10. TRY TO MAKE LESSONS FUN AND ENGAGING AND ENCOURAGE REGULAR FEEDBACK

Remote education is a fantastic way to be imaginative with teaching and learning and a great way to encourage independent thinking. Try to encourage a two-way flow of communication with parents and students to help maintain transparency and confidence in the learning process.