

## Online 'Virtual' Class Policy and Procedures

### What schools, parents and students can expect from us:

- All staff leading and delivering online sessions on our behalf are employed, reference checked and have Enhanced DBS checks in place.
- Only staff who usually deliver face to face in schools will be used to deliver these virtual sessions.
- All staff will be suitably qualified and experienced to deliver the activities they are leading.
- All online sessions will be password protected and delivered through a recognised online portal work account (zoom)
- All sessions will only be promoted directly to schools; the passwords and lesson details will be passed to parents directly by individual schools.
- During the delivery of all sessions, SSP staff will conduct themselves in accordance with the usual code of conduct and expected professional manner.
- All sessions will have a minimum of two staff present at all times.
- SSP staff will mute all participants and disable the chat function for the duration of the session. If a question or comment is urgent, the child (and parent) should raise their hand on screen.
- Staff will arrive at the virtual lesson 10 minutes early to manage the process of admitting participants to the room.
- Staff will plan and deliver fun and engaging activities to help keep the children active during this period.
- Sessions will be temporarily recorded and subsequently permanently deleted to allow SSP management to carry out quality control checks.
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### What we expect from participants:

- All participants to arrive promptly at the start of sessions to allow staff to focus on delivery.
- Parents/Guardians to be present (in sight) for the duration of sessions.
- Parents to ensure participants do not unmute/try to use the chat function during sessions.
- Find a safe space to complete the activity which minimises the risk of injury. Activities will be designed to take place indoors in limited space.
- We encourage children to take part, try their hardest and have fun during the sessions.

**Please Note** – all of these classes are optional and it is the parent/guardian's responsibility to maintain duty of care for the child.