



ST JOSEPH'S COLLEGE GEELONG

STAFF REMOTE LEARNING GUIDELINES



COMPASSION INNOVATION INTEGRITY



GUIDELINES FOR STAFF WORKING REMOTELY

These guidelines are to support staff in delivering remote learning from home. As we have discovered very quickly, we are having to learn to adapt and adjust daily to changes that are taking place in the community. The length of time that we may be working from home is unknown but for now we know it is for Term 2. These guidelines are likely to be developed further once we receive feedback from teachers, students and parents. We will seek feedback in Week 2 Term 2 to find out what is working best for our students at St Joseph's College.

Additional St Joseph's College Employee Work Guidelines will be provided through Rolf Audrins, Human Resource Coordinator.

The guidelines include the following:

1. Teaching and Learning – General Information; EREA Code of Conduct; Timetable; Disabling Caller ID
2. Planning your lessons – Preparing for remote learning; Disabling Caller ID
3. Wellbeing of students
4. On Line Behaviour Support
5. Wellbeing of staff

1. TEACHING AND LEARNING

Staff should now be prepared and trained to deliver their lessons remotely. It is important to recognise differences in experience and use of technology. All staff should be familiar with how to make a short video and also use Teams or Zoom for their lesson. We are unsure about the amount of work that will be achieved using this form of delivery. Therefore, the first two weeks will be a time we will evaluate what works best.

The terminology we will be using for live streaming will be 'Real Time Learning'. For other work that is self-directed we will be using the term 'Anytime Learning'. Consistency of language will help students, particularly younger students plan their day.

Teachers should follow the timetable and prepare learning for their scheduled lessons. NB. The scheduled time of each lesson will follow assembly timetable times. This allows students to plan their day more effectively.

It is important that students can access an outline of their lessons via Class Notices at the scheduled time. Where this may not be possible, e.g. due to family care obligations, learning experiences need to be available to students before this time. Advice on what works best is that the students do not receive all of their work at once so we suggest one week at a time is best with each lesson outlined.

Students and parents/carers have been emailed the SJC Student Remote Learning Reference Guide. The information contained in this guide and further information for students on remote learning can be accessed on SIMON/Remote Learning Links



EREA Code of Conduct / Staying Safe On Line

When conducting or developing online lessons, adhere to the EREA Employee Code of Conduct expectations around confidentiality and student protection.

This includes:

- Keeping all contact with students and families to online College services within that can be logged and monitored e.g. email, Teams etc.
- When linking to online resources, check that all sources are appropriate (e.g. embedded advertising or images) and functional.
- When linking videos from ClickView or YouTube, ensure that the classification ratings are checked and appropriate. With YouTube videos, check for advertising and other embedded media. Ensure that you have watched the entire clip through, prior to linking for students.
- It is preferable that video lessons involve one-way video imaging, where students are able to see the teacher, but cannot be seen themselves. There may be some circumstances where students need to be visible so ensure that strict learning and behaviour norms are upheld and environments suitable.
- If recording video, be mindful of your surroundings. Look around and maintain the environment viewable by students.
- Dress appropriately. Advice suggests that dressing professionally is best for the delivery of video lessons. As people are working from home the dress should be smart, casual. eg. collared shirt. Ties do not need to be worn.
- If you need IT support email helpdesk@sjc.vic.edu.au or phone 52268174. The first day of term, Tuesday 14 April, is a planning day and digital learning leaders will be available on that day (either remotely or at school) for IT support.

Employee Work Guideline

It is important to note the following:

- All College policies, procedures and protocols are to be adhered to during this time. Policies and procedures can be found on Complispace.
- Ensure your workspace is conducive to working - to be productive, you need an office or teaching environment that allows you to safely and comfortably work and stay focused.
- You need to adhere to the EREA Employee Code of Conduct expectations around confidentiality. This includes ensuring that student work, papers and College communication is kept securely and treated with the strictest of confidence. The relevant sections that refer to Child Safety are included in the Appendix.
- Stay connected - check in with your colleagues and team regularly. This can be done via email, Microsoft Teams.
- Consider using video conferencing platforms instead of just making a phone call to assist with keeping connected to your colleague. Guidelines below for further information about the use of video when communicating with students.
- Take regular breaks and remember to exercise. Respite from your desk is important, especially when you are confined to your home. Schedule regular breaks. Staying active can be a challenge when you're in a confined space, however, exercise is a known aid in helping with the symptoms of isolation.



Timetable - Times for Remote Learning

For remote learning, St Joseph's will follow an assembly timetable. This results in slightly shorter lessons, with a larger lunch break between periods 4 and 5, allowing students to engage in other activities. These period times align with Sacred Heart classes. Below is the scheduled timetable during periods of remote learning. Westcourt will also follow these times. All students have been given this information.

Period	Start Time
Students to check Daily Messages, Class Notices and Emails	Prior to Homeroom
Homeroom	8:45
1	9:00
2	9:45
Break	10:30 – 10:55
3	10:55
4	11:40
Lunch Break	12:30 – 1:50
5	1:50
6	2:35



2. PLANNING YOUR LESSONS – SHORT TERM DELIVERY

- The expectation is that all lessons are placed into Class Notices in the Learning Areas on SIMON. This must occur regardless of the mode of delivery. One week of lessons should be outlined (like a weekly planner) and then be specifically broken into lessons/chunks. This will allow for ease of student achievement and greater flexibility.
- Lessons should continue to have essential elements for students to learn effectively including learning intentions.
- Teachers should be available via email for students during their timetabled classes and must respond to student emails within 24 hours
- Virtual instruction of classes will be referred to as **Real Time Learning**. If the teacher chooses to use real time learning with students, this should only take place during normal scheduled class time. For example, if a class normally runs period 3 and 4 on Day 2 then any live instruction should only take place during this period. This should avoid any potential clashes. At this stage, for Year 7-10 it is recommended that any Real Time Learning takes place once a week. It should be short and purposeful. This is also the case for recorded instruction eg. 5-8 minutes.
- If 'Real Time learning is scheduled, this should be communicated to students within the weekly plan displayed in Class Notices and be in advance of the class to allow students adequate time to prepare and be available at that time
- To ensure our child safety obligations are being met and to provide protection for staff, one to one conferencing with students by audio or video means should be avoided. If this is unavoidable please seek approval from Mark Kennedy who will note this on our child safe risk register. You should never provide your phone number (mobile or home) to students or call students on their mobile number.
- The standard College procedures apply for parental contact and emails. Should you need to speak with a parent/carer pre-arrange the call time and ensure that you disable the caller ID on your phone (Appendix E). All email contact with students, parents and carers must be undertaken via SJC email.
- These guidelines may be adjusted based on feedback from the first two weeks of remote learning.
- For most practical classes theory is recommended initially as we make the transition to remote learning. This may change as resources are developed. Some subjects such as PE are working on practical delivery.



3. WELLBEING OF STUDENTS

Whilst there is a school closure in place it is imperative, we are all looking out for the social, emotional and physical wellbeing of our students. It is important that we help our students feel connected especially in these uncertain times.

- Homeroom teachers are to begin their day with a Microsoft Teams meeting to mark the roll. Homeroom teachers are also asked to make contact with their class through a weekly email preferably at the start of the week. Jess Gunning and the Wellness Team will provide homeroom teachers with wellbeing tips that can be included in these emails. The aim of the email is to check in with students, provide wellbeing advice and open up lines of communication. NB. Roll Marking options are being investigated but for the first two weeks the homeroom roll is the only roll that has to be taken and marked on SIMON. We are awaiting further advice from the Department of Education and Catholic Education Melbourne.
- If homeroom teachers have any concerns, they should send a follow up e-mail to parents or a phone call may be required.
- The level of support you would usually receive from your Year Level/House Coordinators and Heads of School will continue and we encourage you to communicate any concerns or relevant information with them via email. SWAG meetings will continue each fortnight and the Year/House Coordinators will gather any important information to add to their notes. Natalie Welsh will be collating the notes and recording in our usual secure SWAG folders.
- Additional checks will be in place (in addition to homeroom teachers) for students at risk. Jess Gunning will be checking in with our Out of Home Care students and Mark Turner will be checking in with our students in Ed Support whose physical health may be vulnerable. John Stephensen will be checking in with our Aboriginal and Torres Strait Islander students and Di Makings with Refugee students.
- Karen Shum (Careers Counsellor) and Keeley Rae (VET Coordinator) are also available during this time to communicate with students regarding any Careers or VET concerns and considerations. You can advise students to contact them if needed.
- Our Wellness Team will be checking in with students who have been referred prior to the school closure time. If you or someone else you know need psychological or counsel support during this time, you are welcome to make contact with our Wellness Team. Their collective email address is collegeclinicians@sjc.vic.edu.au which is where they access their referrals and general questions and queries. For individual contact they can be contacted via their college email.
- Behaviour Support – If students engage in any inappropriate use of technology and/or use disrespectful language to staff or students, teachers are to notify the parents/carers, incident record it on SIMON and inform the Year level/House coordinator.
- See Appendix 1 for Leadership Team phone numbers and Appendix 2 for Wellbeing Team contact details.



4. ON LINE BEHAVIOUR SUPPORT

If students engage in any inappropriate use of technology and/or use disrespectful language to staff or students, teachers are to notify the parents/carers, incident record it on SIMON and inform the Year level/House coordinator.

Teachers and Wellbeing leaders should be aware of the role we play when cyber bullying and online abuse takes place. We foresee that the majority of behavioural issues will mostly be online and whilst we may not be on school grounds we have a role to play in each scenario that is brought to our attention. For serious incidents we may still be required to fulfil our mandatory reporting requirements by following the 4 Critical Actions for reporting DHHS. We may also be required to contact the Victoria Police depending on the severity and incident type.

Please make yourself familiar with the e-safety resource (link below) which is a guide to responding to online safety incidents.

https://www.esafety.gov.au/sites/default/files/2020-02/respond_3_-_guide_to_responding_to_serious_online_safety_incidents.pdf.

We need to empower students to report any serious online incidents to the e-safe commissioner which can be done via the following link.

<https://www.esafety.gov.au/report>.

We also need to empower parents and carers to be proactive in understanding their responsibilities and what action they can take other than notifying the College.

<https://www.esafety.gov.au/parents>.

Please notify the relevant Year/House Coordinator or Head of School or Deputy Principal if you have any concerns.

See Appendix 1 for Leadership Team phone numbers and Appendix 2 for Wellbeing Team contact details



5. WELLBEING OF STAFF

With the uncertainty and challenges that we have faced this term, it is important to look at some self-care practices. The following resources may be useful.

- [Self-care for employees during the Covid-19 Pandemic](#)
- [Working from home during the Covid-19 Pandemic - Employees](#)

If you need psychological support please take advantage of the services on offer. The College has an arrangement with the four psychologists, where you can receive up to 5 sessions, at no cost. The school is invoiced without the staff member's name, so this process is completely confidential.

- Terri Moyle 0421457175
- Susan Temple 52298083
- David Pereira 52214142/96903515
- Sarah Hall 52001044

Asking for help can be really hard, especially if you feel stressed or confused. Getting the support you need during tough times can help you get through the situation, give you strategies to deal with the situation and give you some perspective. Additional support can be through

- Your GP
- Friends and family
- Phone helplines like Lifeline Phone - 131114 (24hrs)



APPENDICES

APPENDIX A – Leadership Team Contact

Mary Malone	0413451021
Michelle Bishop	0413970039
Michelle Brodrick	0400562422
Mark Kennedy	0409191477
Tony Paatsch	0413997733
John Mitchell	0422102024
Andrew Dowd	0400448550
Adele Watt (Principal's PA)	0407876210

APPENDIX B – Wellbeing Team

Mark Kennedy (Deputy Principal Student and Staff Wellbeing) – markk@sjc.vic.edu.au
Mark Turner (Head of Education Support) – markt@sjc.vic.edu.au
Jess Gunning (Head of Student Services) – jessicag@sjc.vic.edu.au

WATERFORD

Simon Piasente (Head of Waterford) – simonp@sjc.vic.edu.au
Meleah Zanos (Year 7A-7F Coordinator) meleahz@sjc.vic.edu.au
Peter Malone (Year 7G-7L Coordinator) peterm@sjc.vic.edu.au
Brendan Reed (Year 8G-L Coordinator) brendanr@sjc.vic.edu.au
Nathanael Smith (Year 8A-F Coordinator) nathanaels@sjc.vic.edu.au

WESTCOURT

Mark Deverall (Director of Westcourt) deverallm@sjc.vic.edu.au
Luke Parsons (Assistant Director of Westcourt) lukep@sjc.vic.edu.au

MT SION

Cassie Gleeson (Head of Mt Sion) cassandrag@sjc.vic.edu.au
Matthew Walsh (Brophy House Coordinator) mattheww@sjc.vic.edu.au
Dan Hale (Foley House Coordinator) danh@sjc.vic.edu.au
Lauren Flint (Foley House Coordinator) lflint@sjc.vic.edu.au
Pat Prendergast (Butler House Coordinator) patrickp@sjc.vic.edu.au

THE WELLNESS TEAM

Joanne Chappell (SJC College Psychologist) joannec@sjc.vic.edu.au
Mary Holmes (SJC Social Worker) maryholmes@sjc.vic.edu.au
Sarah Hanley (SJC College Psychologist) sarahh@sjc.vic.edu.au
Amanda Williamson (SJC College Psychologist) amandaw@sjc.vic.edu.au

CAREERS AND VET

Karen Shum (SJC Careers Councillor) karen.shum@sjc.vic.edu.au
Keeley Rae (VET Coordinator) keellyr@sjc.vic.edu.au



APPENDIX C – Curriculum Team

Curriculum Executive

Michelle Brodrick (Deputy Principal Learning and Identity) – michelle.brodrick@sjc.vic.edu.au

Michelle Bishop (Director of Curriculum) – michelleb@sjc.vic.edu.au

Lauren Hall (Head of Waterford Learning) – laurenh@sjc.vic.edu.au

John Harmon (Head of Westcourt Learning) – johnh@sjc.vic.edu.au

Brad Smith (Head of Mt Sion Learning) – brads@sjc.vic.edu.au

Jules Holt – jules.holt@sjc.vic.edu.au

Curriculum Leadership

Data, Assessment and Reporting Coordinator – Vin Brown

PBL Coordinator – Erin Norman/Scott Harris

Creative Technologies Leader – Susan Dickinson

VCAL Coordinator - Tom Elliott

Library Manager - Joy Whiteside

RE Curriculum Area Leader – Peter Griffin

English Curriculum Area Leader – Peter Ryan

Health/PE Curriculum Area Leader - Glenn Kemp

Humanities Curriculum Area Leader - Huon Bertino

The Arts Curriculum Area Leader - Leanne Adams

LOTE Curriculum Area Leader – Louisa Biviano

Mathematics Curriculum Area Leader - Greg Waller

Science Curriculum Area Leader - Philippa Barber

Technology Curriculum Area Leader - Cassandra Coogan

CAREERS AND VET

Karen Shum (SJC Careers Councillor) karen.shum@sjc.vic.edu.au

Keeley Rae (VET Coordinator) keellyr@sjc.vic.edu.au

APPENDIX D – Extract from EREA Code of Conduct

EREA Child Safe Code of Conduct – Section 3.9 - Use of Technology

Workers are expected to adhere to the following guidelines regarding electronic communications with Students (consistent with any School Acceptable Usage and Social Media Policies):

- all use of Technology should be for educational purposes or for the organisation of co-curricular events;
- all email communication between Workers and Students should be via the School email system and reflect the Professional Boundaries between Worker and Student;
- all online contact between Workers and Students should be via School systems and reflect the Professional Boundaries between Workers and Student;
- Workers should ordinarily not give out their personal telephone numbers to Students.
- Workers should not exchange personal social media or instant messenger account details with Students or accept friend/follow requests or engage in any contact via social media or instant messaging;
- Workers should not exchange personal pictures with Students;
- Workers should not take or publish (including online) photos, movies or recordings of a Student without School authority; and any Student personal contact numbers or other personal contact details made available to the School should only be used for School communications



EREA CSS Standard 8 :

Safe Physical and Online Environments

Physical and online environments promote safety and contain appropriate safeguards to minimise the opportunity for children and young people to be harmed.

The online environment is used in accordance with the school's Child Safe Codes of Conduct and relevant policies.

- a. Staff, Volunteers and Contractors access and use the school's online environments in line with the school's Child Safe Codes of Conduct and relevant communication protocols.
- b. Children and young people and their families are informed, in culturally appropriate ways, about the use of the school's technology and safety tools and about expected and unacceptable behaviour when online, including the use of mobile devices during school hours and during school excursions, camps, retreats, immersion experiences and sanctioned school activities out of school hours.
- c. The school routinely monitors the online environment and reports and responds to breaches of its Child Safe Codes of Conduct or other relevant Child Safeguarding policies in accordance with the school's disciplinary, complaints handling, Student Duty of Care or other relevant policies and processes.

APPENDIX E - Disabling Caller ID

- Android phone – open phone>open menu > select settings > click on 'call settings' > click on 'additional call settings' > click on 'caller ID' > choose 'hide number' and your number will be hidden from the caller.
- iPhone - open phone> go to settings > scroll down and click on 'phone' > click on 'show my caller ID' > tap the green notification button to disable caller ID.

