

Online Workshop Guidelines

Guidelines for online workshops in school

Schools are expected to follow the procedures outlined in the Museum's Online Safeguarding Policy, which will be provided in the workshop pack.

Please check your equipment is working before the session and that you are comfortable with how it works, so you are ready to join the session on time.

The class teacher must be present in the classroom for the duration of the workshop.

The class teacher is responsible for students' behaviour during the online workshop. Students are expected to behave and communicate as they would in the classroom or on a museum visit.

If the Museum Tutor is concerned about student behaviour and feels it is inappropriate, they will end the online workshop and notify the teacher of the reason by email.

The workshop will not be recorded. If the school wishes to record any aspect of the session, this must be agreed in advance and permission given by museum staff and the students' parents/guardians. The recording must be stored appropriately.

Online workshop procedures

The Museum can offer online workshops via the School's own platform or on the Museum's platforms – Microsoft Teams or Zoom. Teachers should confirm their preferred platform when they confirm the booking.

When the booking is confirmed the teacher will be sent a pack with all the information and instructions for the session, including a link to the activities to prepare and follow-up the online workshop.

The Museum Tutor will meet with the teacher at least 1 week before the online workshop to run through the format of the session, check the technology and answer any questions. If the session is to take place on the school's platform, the teacher should provide guest access to the platform so the resources can be set up in advance of the online workshop.

Please make sure you have prepared for the online workshop including printing any resources required.

On the day of the session, please log on to the platform 15 minutes before the start of the online workshop for final checks.