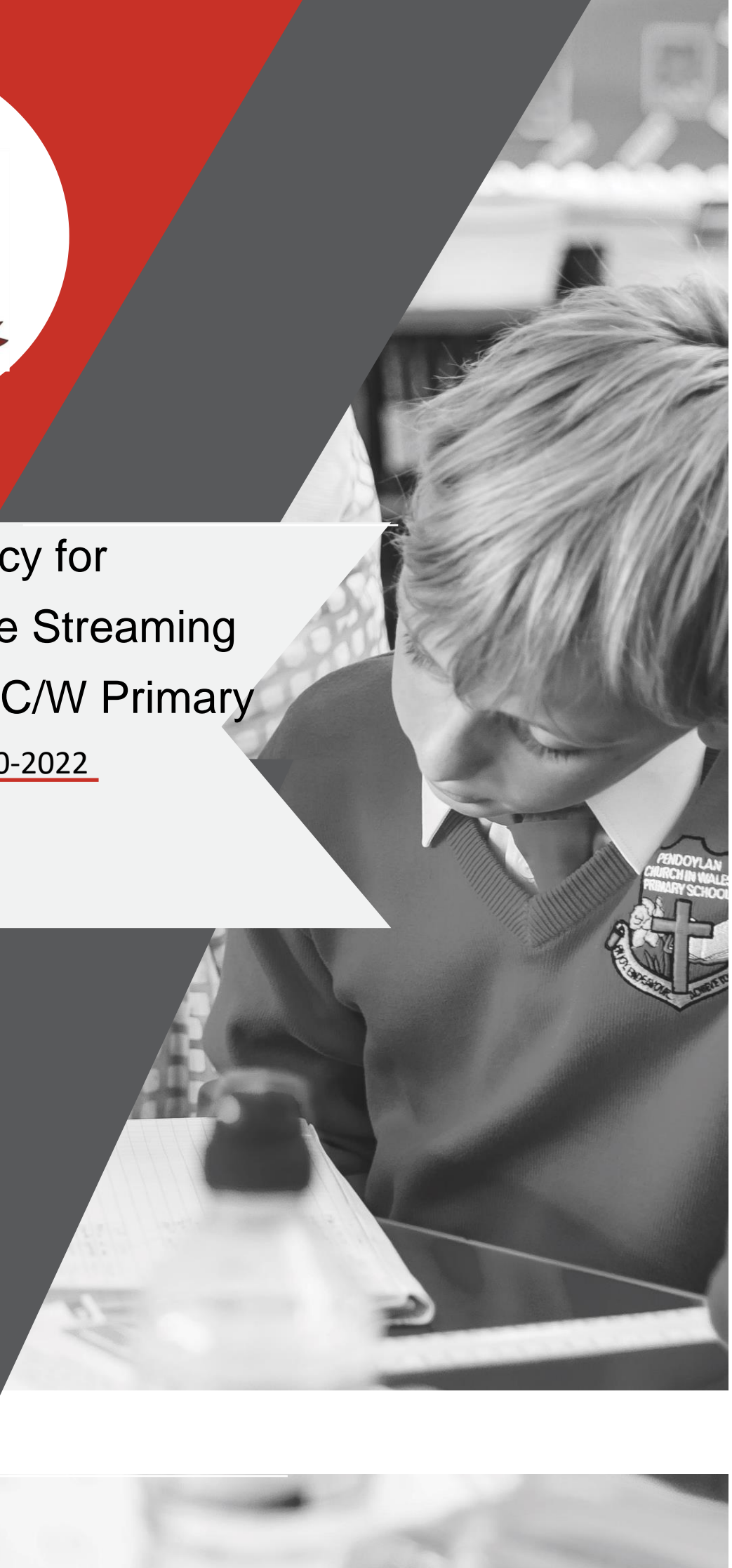# Policy for

Online Live Streaming

Pendoylan C/W Primary

2020-2022

Synchronous and Asynchronous learning at Pendoylan C/W Primary

The *Stay Safe. Stay Learning – Supporting the education system* guidance outlines the steps headteachers and senior leaders should plan to ensure routine contact with learners. The Headteacher, SLT and governing body at Pendoylan C/W Primary have made their decisions in the light of this Welsh government guidance.

a. Asynchronous approaches provide greater flexibility and can be easier for parents/carers and learners to manage at home providing greater equality of access for learners. At Pendoylan this will be the **main** approach considered for distance learning.

b. On occasions, synchronous approaches such as live video streaming may be practical and appropriate in certain circumstances, particularly with older pupils. At Pendoylan our main purpose will be to **provide feedback to learners** in small groups so that assessment for learning is instant and interactive. With younger pupils this may be used more as an opportunity to consider aspects of well being as staff '**check in with pupils'**. Any instructional teaching or modelling of lessons can for the most part be achieved on pre-recorded videos/Powerpoints.

c. Any live-streaming will be done on a voluntary basis and staff will not be directed to undertake live-streaming of lessons. However staff will be supported by the headteacher and governing body in their decision to use online streaming to enhance their pupils' distance learning experience.

d. The school will use Microsoft Teams via Hwb to provide an interactive live stream experience and an opportunity to collaborate in a safe and accessible way.

e. For any live streaming experience, the teacher will utilise a school issued device and deliver the lesson/feedback in the classroom with another staff member present.

Key principles – Safeguarding at the core

a. Safeguarding and welfare of learners is paramount and takes precedence over all other considerations.

b. At all times staff should continue to follow the school's safeguarding policies. All issues relating to online safeguarding should be dealt with in the same way as face-to-face teaching.

c. Schools' online safety policies, staff and learners' well-being, safeguarding and distance learning policies should reflect how live-streaming will be carried out and monitored. Please also refer to the 360 degree safe Cymru tool on Hwb.

d. Policies and procedures for reporting incidents of misuse must be followed at all times. As outlined in the *Keeping learners safe* guidance, teachers have a duty to report children at risk (including online abuse) under section 130 of the Social Services and Well-being (Wales) Act 2014.

e. If you have any safeguarding concerns about a child, you should discuss these with the Designated Senior Person for Child Protection for your school ensuring your concerns are reported as soon as possible.

f. If for any reason you cannot contact the Designated Senior Person for Child Protection for your school, contact the local authority Children's Services Team and report your concerns.

g. If you think a child or young person is in immediate danger then contact the police on 999.

Key considerations – Safe practice when live-streaming

Planning will be critical to ensuring a safe and successful live-streaming lesson. Education practitioners must undertake the following.

a. Consider availability of learners, e.g. will **all** learners be available, will some need to join or leave at different times? It is recommended that the number of learners on the session is considered.

b. Ensure the length of live-streamed lessons are short and appropriate for your learners.

c. If there is likely to be inequality of access due to connectivity issues, hardware issues, caring for siblings or any other reason, you may wish to consider alternative feedback formats for some pupils.

d. Ensure the lesson is planned in advance and sufficient notice should be given to learners and parents/carers as required.

e. Seek authorisation from your school's senior leadership team to live stream lessons and let them know the planned timetable of all lessons.

f. Check all content is appropriate and for any tasks requiring online research, check the suitability of the websites prior to the lesson.

g. You should ensure that all learners have access to software applications required, this can be facilitated through the Hwb platform.

h. Be mindful that if the lesson includes tasks, some learners may require more time than others.

i. Ensure appropriate use agreements are in place for all learners involved in live-streaming lessons. The agreement will set out clear expectations from all parties and identify actions that will be taken if the agreement is broken. (Appendix 2).

j. Familiarise yourself with features of Microsoft Teams and how to use it effectively (more information in the Hwb Support Centre).

k. Encourage learners to work from a suitable shared home location where they feel comfortable, accompanied by their parent/carer where possible.

l. The use of a headset with microphone (like those available with many mobile phones) is recommended for audio clarity.

Professional conduct

Any live-streaming should be done on a voluntary basis and education practitioners choosing to live stream should continue to work in the same professional manner as they would in the classroom. Education practitioners should undertake the following.

a. Adhere to professional standards of dress when in front of the camera.

b. Ensure there is always at least two members of teaching staff online and present at all times during any live-streamed lesson.

c. Do not have one-to-one live-streaming lessons with learners.

d. Be conscious that in an online environment remarks are being heard by a number of learners and could be easily misconstrued.

e. Ensure they end the session for all participants, ensuring learners are not left alone and unsupervised in a session the teacher has left.

f. Be mindful of the need for confidentiality; especially if you are live-streaming a lesson from a venue where other adults or children are present.

Recording live-streaming sessions

As a live-stream recording constitutes personal data, you must comply with your school's data protection policies and GDPR regulations.

If you intend on recording a lesson to share with learners at a later date, this should be done as an asynchronous activity without learners being present in the recording.

Please note: any recordings/live streams will not be used for any teacher evaluation purposes.

Learner's behaviour

When working with children and young people you should clearly set out acceptable behaviours and expectations at the beginning of each session.

Education practitioners should undertake the following.

a. Clearly communicate that 'classroom standard' of behaviour is expected from all attendees.

b. Establish expectations from the outset.

c. Create and agree clear ground rules and standards of behaviour based on their existing school behaviour management policy.

d. Explain the rules at the introduction of the session, e.g. who can speak, how to ask a question or ask for help. If this is the first time that lessons are delivered

online, it may take some time in becoming familiar with the new environment. Using the chat function will allow the structured engagement with attendees.

e.   Continue to remind learners about agreed rules at the start of each session (Appendix 2), and outline how they can raise concerns if required.

Appendix 1 – Frequently asked questions

1. *What do I do if a learner joins the class from an inappropriate location?*

   Ideally learners would log into the class from a public area in their home. In some circumstances this may place an unreasonable burden on family spaces.

   Staff should assess each situation and discuss with their Designated Senior Person for Child Protection or their Headteacher if they are uncomfortable with the location(s) learners are logging in from.

2. *A learner speaks or behaves inappropriately in a live-streaming lesson – how do I react?*

   All the normal standards of behaviour apply in the online classroom. Although learners will not be in a classroom environment, where possible, issues should be dealt with in the same way as they would have been if the incident had taken place in a normal classroom environment. Seek advice from your school's senior leadership team if required.

3. *A learner shares something inappropriate on their screen – what do I do?*

   Teachers can remove learners if behaving inappropriately. To **remove** someone, open the **participant** list and click the X beside the name of the person you want to **remove**.

   If something inappropriate is shared on the screen, teachers should end the session as soon as possible and raise the issue with the Designated Senior Person for Child Protection. All learners in the room can then be contacted as soon as possible after the event to inform them of what happened, and what the arrangements are for future classes.

   As per safeguarding guidelines, the education practitioner must write a full account and record in the usual way.

4. *What do I do if learners log on to the lesson dressed inappropriately?*

   This should be dealt with in the same way as it would be in a face-to-face classroom setting and also comply with rules agreed (Appendix 2).

5. *A learner asks for a one-to-one online chat about a serious issue that is concerning them. What is the protocol for that?*

   Staff should avoid a one-to-one situation with a learner online. Where a learner needs to discuss a serious issue, an arrangement can be made for another time online with two members of staff present in the meeting. If a learner refuses to have another person present then the teacher must refer the matter to the DSP.

Appendix 2:
Home School Agreement for use with live-stream lessons

Teachers agree to:

- discuss roles and responsibilities with learners at the outset of all lessons
- notify the school's senior management team, learners and parents/carers of any scheduled lessons/feedback streaming scenarios, cancelled lessons or changes in arrangements
- ensure that they keep themselves up-to-date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- prevent a one-to-one situation at the end of an online class by disconnecting **all** Participants from Teams at the close of the lesson.

Learners agree to:

- be punctual for all lessons
- access the relevant files for each lesson in advance and have the materials to hand
- make sure they have all power adaptors and laptops ready before the lesson begins and are logged into the session
- show respect for everyone in the online classroom and maintain high standards of behaviour at all times.
- dress appropriately for all classes, thinking about respect for others
- ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy, etc.
- seek to contribute to the class in a positive manner, listen well and not be disruptive at any time
- not to take photographs/ record videos or share images of the class/teacher.

Parents agree to:

- ensure their child adheres to the rules above and respect the school's decision to remove a child from the online stream if those rules are broken
- give permission for their child to be present on the stream if they are unable to attend themselves
- appreciate that it is impossible to duplicate a classroom teaching experience and not to attempt to 'evaluate' the teaching provision being delivered
- not to take photographs/ record videos or share images of the class/teacher

Signed Teacher: Date:

Signed Pupil: Date:

Signed Parent: Date: