Blended and Distance Learning At Aberbargoed Primary School

Live Streaming – Safeguarding Principles and Practice

September 2020

This document sets out the school's approach to the live streaming element of Blended and distance learning.

This document should be read in conjunction with other school policies and the school's policies on Learning & Teaching and Safeguarding in particular.

This document is based in large part on the Live-Streaming Safeguarding Principles

And Practice For Education Practitioners guidance produced by the Welsh Government in the summer of 2020.

Introduction

Following the closure of school building in March 2020 due to COVID19 we quickly developed an approach to Distance Learning using a range of excellent learning resources which were delivered though the Seesaw platform.

This document deals with live streaming and/or recorded content but it must be emphasised from the outset that Seesaw will remain our distance learning platform for all pupils. Live streaming and video enhances this approach.

Synchronous Vs Asynchronous Learning – some definitions

Asynchronous remote learning - takes place more independently at different points in time, based on the learner's wishes or home circumstances.

Synchronous remote learning - take place with multiple learners and teachers at the same time, usually online

Asynchronous approaches provide greater flexibility and can be easier for parents/carers and learners to manage at home, so should be the main approach considered by schools and settings when organising distance learning.

Synchronous approaches such as live video streaming may be practical and appropriate in certain circumstances particularly in support of learner engagement and well-being. Synchronous or 'live streaming' lessons with learners can also be

very useful for keeping in contact with learners. Live-streaming of lessons has been well used in many areas where access to particular courses or subjects is limited for geographical reasons; an advantage being that feedback to learners and assessment for learning is instant and interactive.

Key Points

Please note all staff must have full regard of Safeguarding practices, procedures and expectations at all times wherever the learning is taking place, so that both learners and colleagues are appropriately protected and safeguarded.

Any safeguarding concerns about a child must be discussed with the Designated Senior Person for Child Protection at school ensuring all concerns are reported as soon as possible

All live-streamed lessons should be carried out using the school's Google Meet element of Google Classroom or Microsoft Teams via Hwb.

Members of staff should use a school issued device. All learners have access to school devices which they may use at home if necessary.

Key Considerations for Live-streaming Learning Activities Etc

Live-streaming of activities is likely to happen in a number of situations. These include:-

- Full or partial closure of the school building.
- Full or partial closure of a class
- The self-isolation of an entire class or individual learners or members of staff within that class.

It is likely that the third situation will occur most frequently during the COVID19 pandemic.

It will never be desirable to live stream from a classroom throughout the day. It is more likely that learners who are not in the classroom will join the online learning live stream for parts of the lesson, log out while they work on a task and then re-join later. Any issues with the work can be raised quickly and effectively via Seesaw without the need to maintain a live stream. So members of staff need to be absolutely clear about which parts of the lesson or learning are suitable to be streamed. Not all tasks will be appropriate or suitable for online live-stream distance learning activities.

Learners at home may also join in activities such as Assembly, or quizzes etc if this is appropriate.

Members of staff should only invite learners into the live stream shortly before it starts. Staff should schedule a link to the live-stream on Seesaw 5-10 minutes before the live session begins. Members of staff must be the first persons logged into the stream.

Members of staff must be the last persons to leave the live stream and must delete the live-stream session on their calendar immediately.

Planning For Live-streaming Learning Activities

Planning will be critical to ensuring a safe and successful live-streaming lesson. It is essential that all colleagues undertake the following.

- Consider the purpose, benefits and limitations of a live-streaming lesson.
- Consider if an alternative method is more appropriate, e.g. if a demonstration is planned, perhaps a screen recording may be more suitable.
- Consider availability of learners, e.g. will all learners be available, will some need to join or leave at different times
- Ensure the length of live-streamed lessons are appropriate for your learners.
- Ensure the lesson is planned in advance and sufficient notice should be given to learners and parents/carers as required.
- Advise the school's senior leadership team of your intention to live stream lessons.
- Let them know the planned timetable of all lessons and share the invitation to lessons with them. This is about safeguarding members of staff and not a lesson observation. SLT members can simply drop in and out of an activity if necessary.
- Check all content is appropriate and for any tasks requiring online research, check the suitability of the websites prior to the lesson.
- Ensure that all learners have access to software applications required.
- Be mindful that if the lesson includes tasks, some learners may require more time than others.
- Familiarise yourself with features of the platform being used whether it's Google Meet or Microsoft Teams and know how to use them effectively.

Location, Camera & Audio Settings

Ideally colleagues will deliver live streamed lessons from their classroom. However this will not always be possible particularly if the member of staff is also in self-isolation.

- Choose a neutral location that is appropriate and safe. Ensure you choose an appropriate venue (e.g. a living room, a study or a kitchen). It may be possible to change or blur your background display. It is recommended that members of staff and learners use this facility if possible.

- Consider carefully what is in view of the camera, i.e. check that the background is professional and does not contain images or information that should not be shared or that could be deemed inappropriate. It may be helpful to ask a 'critical friend' to check what is in view of the camera. Ensure no personal information is within view e.g. address on documents etc.
- Consider using two devices – one as a camera on you and the second to present the lesson content, PowerPoint etc.
- Learners and staff should try to reduce the possibility of the lesson being interrupted by their own household members or pets.
- Be mindful that not all learners will want to switch their camera on – so turning the camera must remain optional.
- Encourage learners to work from a suitable shared home location where they feel comfortable, preferably accompanied by their parent/carer.
- The use of a headset with microphone (like those available with many mobile phones) is recommended for audio clarity.
- All learners should remain muted unless asked to speak, when their microphone can be turned on. This improves audio clarity and reduces interference on sound.

Recording Live-Streaming Sessions

It is possible to record live streaming sessions but this will not be normal practice in our school and must not be done without the written permission of the Headteacher.
- Please note live-stream recording constitutes personal data. All staff must comply with the school's data protection policies and GDPR regulations.
- Colleagues may record a lesson to share with learners at a later date and this should be done as an asynchronous activity without learners being present in the recording.
- Please note: any recordings will not be used for any teacher evaluation or performance management purposes unless requested by the member of staff.

Professional conduct

All members of staff participating in a live stream must continue to work in the same professional manner as they would in the classroom. Members of staff must undertake the following.
- Adhere to professional standards of dress when in front of the camera.
- Ensure there is always at least two members of teaching staff online or present at all times during any live-streamed lesson.
- Not have one-to-one live-streaming lessons with learners.
- Be conscious that in an online environment remarks are being heard by a number of learners and could be easily misconstrued.
- Ensure they end the session for all participants, ensuring learners are not left alone and unsupervised in a session the teacher has left.
- 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.

Learner's Behaviour

When working with children and young people members of staff should clearly set out acceptable behaviours and expectations at the beginning of each session. Colleagues must:-
- Clearly communicate that 'classroom standard' of behaviour is expected from all attendees.
- Establish expectations from the outset.
- Create and agree clear ground rules and standards of behaviour based on the school behaviour management policy.
- Explain the rules at the introduction of the session, e.g. who can speak, how to ask a question or ask for help.
- Using the chat function may allow the structured engagement with attendees.
- Continue to remind learners about agreed rules at the start of each session and outline how they can raise concerns if required.
- **PLEASE NOTE: *Pupils who have been excluded will not be permitted to join live streaming lessons until the end of their period of exclusion. Work will be provided for these pupils in the usual ways and/or through Seesaw.***
- ***Where pupil behaviour does not meet the expectations or is disruptive of the learning of others they should be removed from the live-stream until a conversation with parents/carers is undertaken.***

Home – School Agreement for use with live-stream lessons

At Aberbargoed Primary School our members of staff 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, 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 the live stream at the close of the lesson and immediately deleting the session from their calendar.

Learners agree to:

- be punctual for all lessons
- make sure they have everything the need for learning
- make sure they have devices ready before the lesson begins and are logged into the session
- show respect for everyone in the online classroom
- 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 and not be disruptive at any time

- not share images of the class
- leave the online lesson promptly at the end of the session.
- not use the school's devices or school logins to message other learners outside of the planned online learning activity.

Frequently Asked Questions – source: Welsh Government

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

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 Designated Senior Person for Child Protection.