

**BRYN COCH PRIMARY
SCHOOL
MOLD**



**Online/Live streaming
and Video Conferencing
Policy**

Policy adopted by Governing Body on: _

Chair of Governors (print name): _____

Signature: _____

Review date: Autumn term 2021

Online/Live Streaming and Video Conferencing Policy

This policy covers the Online/Live Streaming and Video Conferencing of lessons, activities, sessions and the like by staff at Ysgol Bryn Coch School.

Safeguarding is an integral principal of digital learning. The safety and welfare of learners is paramount and takes precedence over all other considerations.

This policy has been produced following Wales' 'Live-streaming and video-conferencing: safeguarding principles and practice' which can be found at <https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/>

Purpose

The purpose of this policy is to certify there are procedures and safeguarding measures in place to ensure pupils and staff are supported effectively when using blended learning approaches, in particular through the use of live streaming and/or video conferencing.

Background

Video conferencing and live streaming are tools that can be used to deliver a more personal approach to blended learning.

Video-conferencing is a synchronous approach involving multiple parties with the option for each participant to turn on cameras and audio. It requires all participants to take part at the same time.

Live-streaming events is an asynchronous approach involving a video flow from a broadcaster to viewers. Viewers cannot be seen or heard although there may be functionality to interact via typed messages. Live-streamed events can be watched live or can be accessed after it's been recorded.

Uses of video conferencing at Bryn Coch

- Facilitate staff meetings.
- Where a physical meeting cannot be held such as conducting a well-being catch-up session or holding a SEN/ALN appointment.
- Deliver class 'check in' sessions to learners.

Intended benefits

- Gives participants an opportunity for face-to-face contact in real time.
- Facilitates interactions.
- Positive impacts on learner engagement and well-being.
- Useful for keeping in contact with learners.
- Feedback to learners is instant and interactive.
- Enables individualised support.
- Can be used to enable children and young people to keep in contact with their peer learners and engage in group learning, for example, discussions.

Uses of live streaming at Bryn Coch

- Deliver class sessions to learners (pre-recorded).
- Deliver assemblies (pre-recorded).

Benefits

- Live-streamed events offer flexibility as the lessons can be accessed at a time convenient to a learner and/or their family.
- It might be easier for parents/carers and learners to manage at home.

Format

All video-conferencing or live-streamed lessons/sessions should be carried out via an approved platform. Currently this means either:

- Google Meet
- Seesaw
- Webex (meetings with LEA agencies)
- Zoom (used ONLY for parents' and governor meetings)
- Microsoft Teams (staff meetings etc.)

No other platform should be used without express permission from the school.

Staff should use a school-issued device. School staff **should not** use their own personal equipment under any circumstances.

Safeguarding

Whether learners are at home or in the classroom, safeguarding and welfare of learners is paramount and takes precedence over all other considerations. 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 or interactions. Policies and procedures for reporting incidents of misuse must be followed at all times. As outlined in the [Keeping learners safe guidance](#), staff have a duty to report children at risk (including online abuse) under section 130 of the Social Services and Well-being (Wales) Act 2014. If staff have any safeguarding concerns about a child, they should discuss these with the Designated Safeguarding Person (DSP) Mrs Lynne Williams Headteacher or Mr Andrew Williams Deputy Headteacher in her absence.

If for any reason a member of staff cannot contact the Designated Safeguarding Person for school, they should contact the local authority Children's Services Team and report any concerns.

Safe practice when using video-conferencing and live-streaming

There are a number of key considerations to ensure safe and effective use of video-conferencing and live-streaming. These are set out below.

Initial considerations

To decide whether to use video-conferencing or a live-streaming event, staff must consider:

- the purpose, benefits, limitations and appropriateness of a video-conferencing lesson or live-streaming lesson/session
- the appropriateness for all learners based on their individual circumstances
- the availability of learners, e.g. whether **all** learners are available? Will some need to join or leave at different times?
- the number of learners on a lesson or session
- the length and time of lessons and sessions, ensuring they are both appropriate for the learners in question
- the connectivity and devices available to learners and staff members.

Preparations

If it is determined that a video-conferencing or live-streaming lesson/session is suitable and appropriate for the practitioner and learners the following should be undertaken as part of any preparations.

- Seek authorisation from the SMT before video-conferencing or live-streaming lessons/sessions and let them know the planned timetable of all lessons/sessions.
- If you choose to use video-conferencing, ensure the lesson is planned in advance and sufficient notice should be given to learners and parents and carers as required.
- Ensure appropriate use agreements are in place for all learners involved in video-conferencing and live-streaming lessons/sessions and that these agreements are clearly communicated to learners and shared with parents and carers. The agreement will set out clear expectations from all parties and identify actions that will be taken if the agreement is broken.
- Maintain a central record of all online events alongside list of attendees.
- Ensure all learners have access to software applications (such as Microsoft Teams) required, this can be facilitated through the Hwb platform.
- Check all content is appropriate and for any tasks requiring online research, check the suitability of the websites prior to the lesson.
- Be mindful that if the lesson includes tasks, some learners may require more time than others.

All staff and pupils should adhere to the Acceptable Use Agreement for Online Learning which can be viewed in the appendix.

Top tips for effective practice

Gain confidence by becoming familiar with the functions on Google Meet (or other platform used) and practice with other staff members.

Location, camera and audio settings

It is essential to carefully consider location, audio and camera settings to maintain a professional and responsible disposition at all times. This is particularly important when staff members or learners are at home. Staff must undertake the following considerations.

Location

If a member of staff is leading or a learner is joining a video-conferencing call or live-streaming call from home or remotely they should:

- choose a neutral location that is appropriate and safe, e.g. a living room, a study or a kitchen
- encourage learners to work from a suitable communal home location where they feel comfortable, preferably accompanied by their parent/carer
- reduce the possibility of the lesson being interrupted by other household members or pets.

Camera settings

- Carefully consider 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.
- Where possible, **it is recommended that practitioners and learners change their background as standard practice.**
- Be mindful that not all learners will want to switch their camera on – you should make turning the camera on optional.

Audio

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

Professional conduct

Staff should continue to work in the same professional manner as they would in the classroom. And should undertake the following.

- Adhere to professional standards of dress when in front of the camera.
- Be conscious that in an online environment remarks are being heard by a number of learners and could be easily misconstrued.
- End the session for all participants, ensuring learners are not left alone and unsupervised in a lesson/session the practitioner has left.
- Be mindful of the need for confidentiality; especially if live-streaming a lesson from a venue where other adults or children are present.

Staff members should join the lesson/session before the scheduled time to ensure a proper connection and review the lesson plan so they feel prepared for an effective lesson/session.

Recording video-conferencing and live-streaming lessons and sessions

There is a recording function available in Google Meet whereby the practitioner can record the lesson/session. This is permitted as long as GDPR requirements are met. Please refer to the school's GDPR policy. No recording featuring pupils should be shared again. Per-recorded or recorded live streaming events can be shared permitting staff have the consent of all staff members featured within.

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

Recordings must not be used for any teacher-evaluation purpose.

Learner behaviour and etiquette

Setting out acceptable behaviours and expectations from the outset is essential for ensuring an effective and orderly lesson or session.

Staff should undertake the following.

- Make parents/carers aware of the expected behaviours and requirements including location to join the lesson/session and appropriate dress.
- Clearly communicate that 'classroom standard' of behaviour is expected from all participants.
- Create and agree clear ground rules to reflect the standard of behaviour expected based on their existing school or setting behaviour management policy.
- Explain the rules at the introduction of the lesson/session, e.g. who can speak, how to ask a question or ask for help.
- If this is the first time that lessons/sessions are delivered online, it may take some time to become familiar with the new environment. Using the chat function will allow the structured engagement with attendees.
- Continue to remind learners about agreed rules at the start of each lesson/session and outline how they can raise concerns if required.

Staff may wish to consider the following:

- Consider using the chat, mute/unmute and the hand up/raised hands functions to make the most of the lesson or session.
- Make all of the learners 'attendees' and not 'presenters'. If you ask a learner to share their screen and any work that they do, make them presenters. After they have shown work, etc., change them back to attendees. This helps to control the lesson.
- Create or adapt a class charter with learners as a participatory activity. Children's rights can provide a basis to develop its key principles, including the rights to:
 - be safe
 - learn
 - express an opinion
 - equality and non-discrimination
 - privacy
 - develop talents and skills to the full.

Learners can develop a list of key video-conferencing behaviours that uphold their rights and the rights of others. This can be referred to throughout the lesson/session.

Support

Further support and advice may be found at:

<https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice/>

Staff may wish to view appendix one of the above documentation which discusses some frequently asked questions.

Appendix



Ysgol Bryn Coch School

Staff Acceptable Use Agreement for the use of Online lessons/Streaming

Ysgol Bryn Coch Staff agree to:

- discuss roles and responsibilities with learners at the outset of all lessons/sessions
- notify the school's senior management team, learners and parents/carers of any scheduled lessons/sessions, cancelled lessons/sessions or changes in arrangements
- have read and follow the advice and guidance laid out in the Online-Live Streaming and Video Conferencing Policy
- 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 at the close of the lesson/session.

Staff member's name: _____

Staff member's signature: _____

Date: _____



Ysgol Bryn Coch School

Learner's Acceptable Use Agreement for the use of Online lessons/Streaming

Learners agree:

- I will be punctual for all video-conferencing lessons/sessions
- I will access the relevant files for each lesson/session in advance and have the materials to hand
- I will make sure I have all power adaptors and laptops ready before the lesson/session begins and I have logged into the lesson/session
- I will show respect for everyone in the online classroom
- I will dress appropriately for all lessons/sessions, thinking about respect for others
- I will seek to contribute to the lesson/session in a positive manner and not be disruptive at any time
- I will not share images of the session or lesson
- I will follow Bryn Coch's expected behaviours at all times

Learner's name: _____

Learner's class: _____

Learner's/Parent/Carer's signature: _____

Date: _____