Live Streaming Guidance – Distance and Blended learning

This guidance document has been created to ensure that schools can provide "live sessions" safely to learners. Within the document, we will provide strategies for the safe use of the technology to ensure compliance with safeguarding protocols. We have written the guide with some variances for groups of learners, dependent on their differing needs.

Contents

Welsh Government Guidance

Welsh Government guidance has been published which recommends the use of asynchronous lessons (recorded sessions and activities delivered online) over synchronous lessons. However, it recognises that synchronous lessons (live) can be deployed if there is a specific need. This guidance can be found here.

The appropriate use of Microsoft Teams

Microsoft Teams delivers a platform for collaboration and communication and is freely available for all learners and staff. Classes/Teams can be set up easily using the pupils Hwb credentials. Within the team/class, group conversations can be had, resources can be shared, assignments set and "Live Sessions" can be made safely and efficiently.

Microsoft Teams can be accessed through via Hwb through any web browser (Chrome, IE, Edge, and Firefox) or an app can be downloaded for Windows/Apple-based devices through the app stores.

An example of its use can be seen here: https://www.youtube.com/watch?v=cN5ypuZF1bI

Union Guidance

The union guidance published by NEU on the 26th March States:

"If schools have systems set up for online lessons, these should be kept to a minimum as the interaction needed between teacher and pupils in school is high and cannot be easily replicated for a young audience, even at KS4 level"
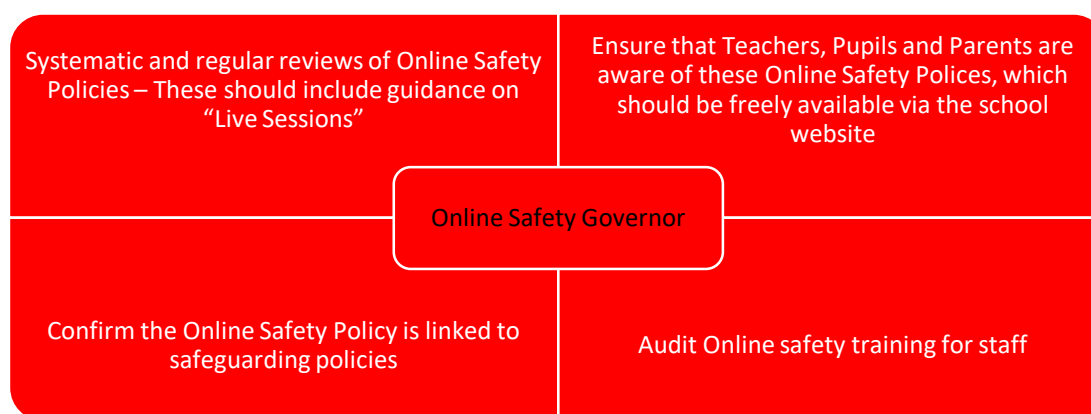
"Any school which carries out online lessons must have protocols in place to protect staff and safeguard pupils, and no teacher should be expected to carry out any online teaching with which they feel uncomfortable or in the absence of agreed protocols."

Guidance for Governors

The governing body has responsibility for the approval of all safeguarding policies including the online safety policy, ensuring the effectiveness of the policy within regular reviews. This will be carried out by the full governing body or sub-committee receiving regular information about online safety incidents and being kept abreast of developments, especially during school closures and blended learning. Best Practice and 360Safe Cymru recommends that there should be a member of the Governing Body nominated for the role of "Online Safety Governor", which would meet with the online safety co-ordinator regularly and feeding back to the Governing Body. Example Online Safety Policies can be found here: https://swgfl.org.uk/resources/online-safety-policy-templates/#downloads

What should the Governing Body/Online Safety Governor look for?

Systematic and regular reviews of Online Safety Policies – These should include guidance on "Live Sessions"	Ensure that Teachers, Pupils and Parents are aware of these Online Safety Polices, which should be freely available via the school website
Online Safety Governor	
Confirm the Online Safety Policy is linked to safeguarding policies	Audit Online safety training for staff

With the use of distance-learning techniques and the introduction of blended-learning approaches, the role has been extended to include the following considerations:

- Is there now a need for synchronous learning approaches (live sessions) that could not be fulfilled by asynchronous approaches including recorded lessons and interactive resources?
- Have staff had sufficient training on the specific platforms for synchronous teaching (Microsoft Teams)?
- Will all pupils be able to access the sessions without excluding anyone? If pupils are not able to participate in sessions, for example, due to connection difficulties, home-working patterns or personal privacy reasons, schools should provide work or support alternatively so that pupils are not disadvantaged.

More information for governors can be found here: https://hwb.gov.wales/zones/online-safety/key-information/governors/

Guidance to Headteachers

As the length of time that school closures have been in place increases, some schools have started planning for "live sessions" to take place. These sessions may be used for pastoral check-ins, improving the quality of teaching and/or checking on learners' progress. When schools reopen, it is envisaged that this will be a phased process. Therefore, schools will need to deploy a blended teaching and learning approach. This is likely to include some in-school face-to-face teaching in small groups, online distance learning approaches (synchronous - live lessons, asynchronous - online resources including recorded lessons, quizzes and tasks etc.) and paper resource packs.

If staff are willing to participate in online lessons, schools should review their Safeguarding and Online Safety Policies. The same principles of safeguarding, online safety and behaviour apply – major changes to policy documents should not be needed. However,

schools should remind stakeholders of existing principles and identify any which need reinforcing due to new (mostly online) procedures and activities.

Some whole-school safeguarding considerations are:

Do staff have suffiecent training on the platfrom? If they do not have understanding of the system, it wont be safe or reliable	Can all learners access live lessons and online resources?	Has consent been given? By parents for Under 14's By learner for over 14's
Has the school thought about an Online Rules and Behaviour Policy?	Are you going to record all lessons for safeguarding?	Is there sufficient staffing for more than one member of staff to be involved in the session?

Other considerations may be needed for certain learners. For example, the best practice is for "live sessions" to have more than one member of staff present. This may not always be possible, so it will be up to SLT to approve one-to-one sessions. In these cases, appropriate risk assessments will need to be in place.

Schools will need to ensure pupils have very clear reporting routes in place so they can raise any concerns whilst online. Pupils should also be signposted to age-appropriate practical support. Additionally, teaching staff should be reminded of acceptable conduct, which would normally be contained in a school's updated safeguarding policy, IT acceptable use policy and/or staff behaviour policy.

If a school decides to record live sessions following a risk assessment, teachers may be concerned that they could be judged or appraised on their performance. It is vital to make clear to teachers that the recording of live sessions is only to safeguard staff and pupils.

Guidance for Teachers (Mainstream 3-18)

Before delivering any "live sessions", teachers must consider the key considerations to ensure the safeguarding of the learners participating and ensure that the session is managed as well as possible. The graphic below highlights some of these points. Please note, this list is not exhaustive.

Only use a school device and school-registered accounts (HWB) - Never personal accounts	Do you feel comfortable using the TEAMs platform to deliver live teaching sessions? Can you use the functions?	Can all learners access live lessons and online resources? Will all learners be available at the proposed time?	Has consent been given? By parents for Under 14's By learner for over 14's
Have you given the participants a set of rules for engaging in the sessions? Hands up tool? What about the behaviour rules?	Are you going to record all lessons? Have you got consent for this?	Is there another member of staff in the session?	How often are you going to do sessions?

<u>Recommended Approach</u>

Create a TEAM so that the session can be managed more efficiently, learners can access resources and assignments can be set. Each TEAM also has a calendar that can be used to plan lesson dates/times. This calendar also feeds into individual calendars of both staff and pupils. When creating at TEAM, a series of options are available. These include allowing the chat function where learners can communicate outside of a live session.

Sessions with 20+ pupils can be difficult to manage, as not all learners will be visible. This is due to Microsoft Teams only showing nine streams online at any point. These streams will alternate when people are speaking. It may be helpful to start with smaller sessions to begin with, for example, with eight learners at a time. This approach means that the teacher can see everyone and all learners can see each other during the session. It will also be easier for the teacher to respond to individual needs. As teachers gain experience, they are likely to be able to manage larger groups.

Open the TEAMs platform open 5-10 minutes before the session starts and ensure that all staff are included. This ensures that there are no learners already in the session. Similarly, all staff to stay on the session until all learners have disconnected from the call.

As with the guidance for recording content, consider a neutral location that is appropriate and safe, with a thought about any images that could be deemed as inappropriate. Try to reduce background noise, including other household members and pets.

If you are going to share your screen to present to the class, ensure that all unnecessary windows and browsers are closed. Ensure bookmarked pages on browsers are appropriate.

Please see Appendix 1 for an acceptable use policy for teachers and pupils

Guidance for PRUs and Specialist Teaching Settings

In addition to the anticipated need for synchronous learning techniques for mainstream settings, there may be more of a need for engaging activities within these settings. These could include the following activities:

- Wellbeing Check-ups
- Extra-Curricular Activities
- Specialist Teaching Services (Hearing or Visually Impaired, Speech and Language, ASD)
- Behaviour Support
- Counselling Services
- Person-Centred Reviews
- Socialising Activities

The majority of these activities could and should be completed in groups, although we understand some may need to be undertaken on a "one-to-one" basis, however, Welsh Government guidelines state:

Ensure there is always at least two members of teaching staff online and present at all times during any live-streamed lesson. Not have one-to-one live-streaming lessons with learners.

If there is a specific need for one-to-one sessions, these are 10 recommendations that should be adhered to:

- Staff are trained, confident and comfortable with using live streaming software (e.g. Teams and Google Classrooms)

- Consent will have been provided by parents for children under 14 years' old, or by children themselves when over 14 years' old and over. Where possible, parents' presence to be secured for the duration of the call.
- Only school devices will be used by teachers. Pupils will use devices through the Hwb platform.
- Teachers will use a background when presenting their screens, or, if they are using props, such as flip charts or models, a suitable room, which has no personal items on view and is away from potentially intrusive events or noises.
- Pupils will use blurred backgrounds or background pictures so that the inside the pupils' homes is not seen.
- A set of engagement and behaviour rules will be shared with pupils in a pre-session where the teacher will go through the ground rules and features to use in Teams, such as
  - Expectations of behaviour (reminding the pupil that the session is recorded for safeguarding purposes and a parent/guardian need to be close by)
  - The pupil's background must be blurred or using a background picture.
  - The pupil should be in a location where it is unlikely to be disturbed by intrusive events and noises.
  - How to ask questions – open discussion/chat/hand up feature – depending on lesson etc.
  - Sanctions – sessions will be stopped if behaviour rules are broken etc.
- Two members of staff will be present where feasible.
- A parent or guardian will be present or close by, where feasible.
- Sessions are recorded with the sole purpose of safeguarding pupils and teachers.
- The provider's SLT will have signed off the 1-2-1 sessions.
- The provider's governing body or management committee is satisfied that teachers are applying their safeguarding and internet safety policies robustly.

Home Tuition and Music Service

These services may consider live-sessions as a practical and appropriate approach under these circumstances, particularly to support learners' engagement with the service. However, this should be used with great care and all appropriate safeguards need to be in place to protect both the learner, the service and the local authority. If either of these services chooses to live-stream lessons, due regard should be given to the guidance above for both mainstream settings and particularly the 10 recommendations for one-to-one sessions. Also, full risk assessments should be in place, with consent given from learners and parents/carers.

Appendix 1 – Acceptable Use Policy For Live Sessions

Acceptable Use Policy - Live Sessions

Teachers agree to:

- deliver live sessions through Microsoft Teams
- start lessons five to ten minutes before you planned for your lessons to start promptly
- notify the learners of scheduled lessons (through the use of the calendar in Teams) as well as what will be required during that session (documents, presentations etc)
- discuss roles and responsibilities and a short tutorial on the system at the outset of all lessons
- notify the school's senior management team, learners and parents of any cancelled lessons or changes in arrangements
- ensure that recordings of the session are not made public
- 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

Learners agree to:

- prepare for the session in plenty of time and ensure you join the session after the session has been started by a member of staff
- access the relevant files for each lesson in advance and have the materials to hand
- ensure your device is powered from the mains and have a good internet connection and that you are not too far from the Wi-Fi router
- choose an appropriate workspace where other family members will not be walking around and disturbing you and explain to your family you are starting a lesson – this should not be in your bedroom
- minimise distractions. Turn off music, tv, phone, Xbox in the background. Don't impact on the experience of the lesson for other pupils
- ensure you dress appropriately and treat the lesson as you would in school
- show respect for everyone in the online classroom
- positively contribute to the class and not be disruptive at any time. Use the hands up tool to ensure you don't talk over others
- parents can listen in on lessons, support their pupils but should not ask questions or speak for their child
- any comments or questions should be on the topic being discussed
- any comments or questions which are inappropriate will be removed
- behaviour in an online lesson should be as expected in any lessons and any disruption will be dealt with by the schools' behaviour policy.
- If you disconnect from the call for any reason such as internet or power issues, don't panic, reset and join again
- not make recordings/images of the class or the teacher
- learners agree not to initiate any live sessions without a teacher present

Learner consent

Consent to record live-stream sessions

Please note that Microsoft Teams lessons may be recorded by the teacher. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern.

Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR.

I understand that the Microsoft Teams sessions that I take part in may be recorded.

Learner full name and class

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Date

…..……

❏ **I give** consent for live-stream sessions that I participate in to be recorded.

❏ **I do not give** consent for live-stream sessions that I participate in to be recorded.

Parent/carer consent

Consent to record live-stream sessions

Please note that Microsoft Teams lessons may be recorded by the teacher. These recordings are the property of the school and will not be shared with any other body unless there is a safeguarding concern.

Live-stream sessions will be treated in the same way as all other personal data and in accordance with the school's data protection policies and GDPR.

I understand that the Microsoft Teams sessions that my child may take part in may be recorded.

Parent/carer full name

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……..

Date

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❏ **I give** consent for live-stream sessions that my child participates in to be recorded.

❏ **I do not give** consent for live-stream sessions that my child participates in to be recorded.

Parent / Carer signature

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