



Ysgol Croesyceiliog School

Safer Audio-Visual Learning

Executive Summary

This guidance has been based on publication by the Welsh Government and best practice. It outlines safeguards and considerations that all staff must take into account when planning all instances of 'live' and video lessons, whether this learning is 'live streamed' (synchronous) and taking place with multiple learners and teachers at one time, or recorded (asynchronous). **Participation in 'live-streamed' activities is voluntary for all staff.**

Before undertaking any live or video learning all staff should consider the purpose and reason for using this type of learning and should always place safeguarding at the very heart of their planning. It is also very important to also consider the pressures on learners and their families when planning this type of learning opportunity.

When planning a 'live streamed', synchronous learning opportunity, **you must:-**

- ✓ Ensure there are at least two members of staff online during any live-streamed lesson;
- ✓ Ensure that you have the written consent for all students participating;
- ✓ Ensure you have discussed the content, date and time of the lesson with your line manager;
- ✓ Set ground rules for lesson with your students;
- ✓ Only use your school Thinkpad laptop and Microsoft Teams;
- ✓ Consider if need students to be able to type, be heard or be seen on the video – you can choose either of the three options;
- ✓ Ensure you are professionally attired and you blur or set a background during the stream;
- ✓ Ensure an appropriate adult is in the room with the student at all times;
- ✓ Remember that everything created in a live lesson will be considered a student's personal data, so follow GDPR guidelines, especially if recording the lesson.

It is especially important, to notice and report any safeguarding issues. It is important to note that where the child wishes to share worries or concerns with you, the presence of someone in their household may be a barrier to this. If you feel that this may be the case then it is really important to discuss any concerns you as the professional may have with the Designated Safeguarding Person if you are worried about a child, however minor this concern might seem.

Croesyceiliog School's safeguarding policies should be followed at all times. All issues relating to online safeguarding noticed during an online session should be dealt with in the same way as face-to-face teaching. The safeguarding of students is paramount and should take precedent over all other considerations.

The Designated Safeguarding Lead is Mrs H Rawle-Jones and she can be contacted on 07809526221. A phone call should be the first method of contact, followed up by an email as requested. The Deputy Designated Safeguarding Lead is Mrs K Lo and she can be contacted on 07711555902.

Introduction

This guidance covers all forms of 'live' and video lessons, whether this learning is 'live streamed' (synchronous) and taking place with multiple learners and teachers at one time, or recorded (asynchronous).

Before undertaking any live or video learning, all staff should consider the purpose and reason for using this type of learning and should always place safeguarding at the very heart of their planning.

Safeguarding when distance learning involves paying attention to our behaviour as well as being vigilant and keeping our eyes and ears open for any safeguarding concerns. This could be behaviour demonstrated by the child or those living in the same household.

At the current time it is especially important, to notice and report any safeguarding issues. The Designated Safeguarding Lead (DSL) is Mrs H Rawle Jones and she can be contacted on 07809526221. A phone call should be the first method of contact, followed up by an email as requested. The Deputy Designated Safeguarding Lead (DDSL) is Mrs K Lo and she can be contacted on 07711555902.

Parents / carers will always be expected to be present when lessons are live-streamed. It is however, important to note that where the child wishes to share worries or concerns with you, the presence of someone in their household may be a barrier to this. If you feel that this may be the case then it is really important to discuss any concerns you as the professional may have with the DSL if you are worried about a child, however minor this concern might seem.

Croesyceiliog School's safeguarding policies should be followed at all times. All issues relating to online safeguarding noticed during an online session should be dealt with in the same way as face-to-face teaching. The safeguarding of students is paramount and should take precedent over all other considerations.

Any synchronous learning is voluntary, however in the current climate we would expect asynchronous videos to be part of all teachers' repertoires.

Pedagogical Considerations of Synchronous Learning

Planning your lesson will be critical to ensuring a safe and successful live-streaming session. Make sure that you familiarise yourself with features of Microsoft Teams and how to use it effectively (more info in the Hwb Support Centre). You can set up a live lesson in which students can write posts on the MS Teams Team page for their class without any audio or video, or create a lesson in which students can hear you and each other but do not have their cameras on. Lessons can have live video links with all students, so they can see you and each other, however this is not usually necessary for learning.

We must consider the purpose of a live-streamed lesson. Does your lesson need to be audio-visual? Would a video suffice? What are you hoping to achieve with the live-stream? Consider if an alternative method is more appropriate e.g. if a demonstration is planned, perhaps a screen recording may be more suitable. Studies from remote learning in China have shown that live-streaming is best used when you have some feedback from students and want to give further guidance, address misconceptions or provide 'close the gap' tasks rather than live streaming a full lesson.

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 no more than 30 learners should participate in any live-streamed lessons at the same time. Consider the fact that in some families, a number of siblings may have a live streamed lesson. Children cannot go to their rooms to live stream due to safeguarding reasons, so would your lesson cause stress for a family? Some schools have found that when they are many siblings and only a small number of laptops, this can be very stressful.

You must ensure the length of live-streamed lessons are appropriate. It is recommended that live-streaming lessons should not take any longer than 45 minutes for learners in secondary schools.

Also consider the availability/strength of each student's network connection and take steps to provide the best possible conditions for stable connectivity if required (if there is a 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 lesson formats).

Remember that live-streaming uses a large amount of data and for some families their internet data plans may be capped. This is another reason to ensure that live-streamed lessons are as short as possible.

It is best practice to ensure that they are available in sufficient time prior to learners joining the session in order to set up and deal with minor IT issues and queries.

As well as this, remember to check all content is appropriate and for any tasks requiring online research, check the suitability of the websites prior to the lesson and that all learners have access to software applications required; this can be facilitated through the Hwb platform.

Be mindful that if the lesson includes tasks, some learners may require more time than others due to the IT provision rather than their ability or understanding.

You need to consider how you will set expectations for any live-streaming lessons. These will include:-

- ✓ Clearly communicating that 'classroom standard' of behaviour is expected from all attendees;
- ✓ Establishing expectations from the outset;
- ✓ Creating and agreeing clear ground rules and standards of behaviour based on our Behaviour Policy;
- ✓ Explaining 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;
- ✓ Continuing to remind learners about agreed rules at the start of each session and outline how they can raise concerns if required.

Safeguarding Protocols of Synchronous Learning

Live-Streamed lessons delivered from Croesyceiliog school site

When planning your live-streamed lesson, follow this checklist:-

- ✓ Ensure another member of school staff is included in the live-streamed content to support you, in line with live-streaming safeguarding principles and practice for education practitioners from Welsh Government;
- ✓ Ensure your lesson is within working day i.e. 8.40am – 3.05pm;
- ✓ Ensure your lesson is at an agreed time with your line manager and shared with fair notice to students and their families;
- ✓ Ensure appropriate use agreements are in place for all learners involved in live-streaming lessons;
- ✓ Ensure an adult / responsible person is present at the student's home during the live-stream;
- ✓ Use only Microsoft Teams and your school device to live-stream lessons;
- ✓ Ensure the live-streaming session content is checked with your Subject Leader;

Live-streamed lessons delivered from home

If staff are delivering live stream lessons as professionals working from home they need to be aware of the above and also must ensure that:-

- ✓ A neutral area of the home is used (it is not acceptable to film from a bathroom or bedroom);
- ✓ Ear-phones are used to increase confidentiality of the lesson;
- ✓ No other members of the teacher's household are present

- ✓ Any alcohol, personal photographs or other inappropriate objects are removed from view (MS Teams allow the background to be change or blurred to remove any view of the home or replace this with a scenic picture or neutral colour);
- ✓ Appropriate clothing worn is by both professional and child in line with dress standards expected as if a child was attending school (this may not be school uniform, but attire needs to be appropriate and must not cause offence).
- ✓ A live-streamed one-to-one lesson with a student is not advised under any circumstances.

Asynchronous Lessons

Many of the principles of live-streamed lessons will be relevant to video recordings and staff should ensure they apply the relevant principles when creating asynchronous lessons.

Recording a session and GDPR

If the session is recorded then clear permission of the SLT must be secured prior to the recording. This will provide you with a full log of activity should this be required at a later date. As a live-stream recording constitutes personal data, you must comply with your school's data protection policies and GDPR regulations including:-

- ✓ obtaining permission from parents or carers or learners* to record a live-streamed lesson. Schools may choose to email or text a link to a Microsoft Form in Hwb to enable consent to be given or withdrawn. However in Torfaen we would always advise that schools secure the agreement of parents/ carers. **Children in the UK who are over 13 and are deemed capable to do so are able to provide their own consent;*
- ✓ ensuring you treat live-stream recording just as you would any other personal data and keep up-to-date with all the data protection resources in the Online Safety Zone on Hwb.

If you intend on sharing a recorded live-streamed lesson, we recommend this is done as an asynchronous activity without learners being present in the recording.

Responsibilities

The Local Authority should:-

- ✓ Continue to provide strategic oversight of distance-learning protocols, ensuring that they are kept under review with further updates provided in a timely manner and;
- ✓ As appropriate, support schools in implementing these protocols and.

School leaders should:-

- ✓ Agree this policy with the Governing Body. Agreed on DATE;
- ✓ Ensure that appropriate arrangements are in place to ensure professional, effective and appropriate contact with pupils;
- ✓ Speak with staff to ascertain their preferred option and make any relevant arrangements to facilitate this;
- ✓ Continue to be responsive to any staff concerns that may emerge;
- ✓ Ensure that staff have read and understood this guidance;
- ✓ Ensure there is equity for Welsh-medium learners in the provision offered through distance learning. Schools and settings should be mindful of what parents/carers may need to support such learning at home, particularly if they are not Welsh speakers.

Staff should:-

- ✓ Communicate their preferred option of providing distance learning and support with students to the Executive Head teacher;
- ✓ Work within the principles set out in this guidance and identify any concerns as a result of their role then communicate them in a timely manner to the DSL in line with school safeguarding policy and practice;
- ✓ Ensure that they have read and understood the guidance and sought any clarification if they are in any doubt about any aspect of the guidance;
- ✓ Ensure that students are made aware of who they can contact if they have any wellbeing concerns (see later)

Parents/carers should:-

- ✓ Ensure that there is an appropriate location in the home where the student can participate in the live streaming session and ensure that there is an appropriate adult present with the child;
- ✓ Ensure that students conduct any contact with school staff in the appropriate way;
- ✓ Ensure access to a device to enable contact to be made at an agreed time;
- ✓ Arrange for their student to be available at the agreed time to communicate with the member of staff;

Students should:-

- ✓ Behave in a manner in keeping with the Croesyceiliog Acceptable User Agreement that all students and parents/carers have signed. If they do not, they will not be able to access live streaming sessions;
- ✓ Be available at the agreed time to communicate with the member of staff concerned;
- ✓ Let staff know if they have any wellbeing concerns through advertised channels

Raising Concerns

Please let students know that they are able to raise any concerns with you during the live stream or through Google Classrooms. Let them know if they wish for a member of the WBT to call home to follow up on a concern that they don't want to share in front of their peers then you will be able to arrange a telephone call. You may arrange for a call back to the student on MS Teams with another member of staff present. Never arrange to speak to a student using video conferencing one-to-one.

The following numbers may be helpful to students and their parents / carers:-

- ✓ Child Line - 0800 1111;
- ✓ Torfaen County Council Children's Services - 01495 742920 or 01633 648092
- ✓ Out of hours Bank Holidays and Emergency Duty Team - 0800 328 4432;
- ✓ If the risk and threat of harm is imminent call 999.

Resources and Further Reading

The Online Safety Zone

<https://hwb.gov.wales/onlinesafety> support for teachers, students, parents and carers.

Tips for Students

<https://hwb.gov.wales/storage/63917475-a321-4a83-806d-1bac4752d778/stay-safe-stay-learning-online-safety-guidance-for-secondary-school-learners-final.pdf>

Tips for Parents / Carers

<https://hwb.gov.wales/zones/online-safety/key-information/parents-and-carers/>

Online safety webinar

<https://hwb.gov.wales/zones/online-safety/events/view/bb51099e-c879-4739-9913-f2a1c36b0dac>

Information posters on social media platforms

<https://hwb.gov.wales/zones/online-safety/news/articles/5382640b-2aca-473a-9109-c3db9bd3eb1d>

Tips for Practitioners

<https://hwb.gov.wales/storage/7700f5ae-a7ad-4177-8643-d7226ae9940f/stay-safe-stay-learning-safeguarding-principles-and-practices-of-live-streaming.pdf> includes a helpful FAQs section

Tips of Governing Bodies

<https://hwb.gov.wales/zones/online-safety/key-information/governors/>



Appendix 1



Agreement for use with live-stream lessons

STUDENT NAME:		FORM:	
PARENT/CARER NAME:			

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, 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.

Parents agree to:

- ✓ Ensure that there is an appropriate location in the home where the student can participate in the live streaming session and ensure that there is an appropriate adult present with the child;
- ✓ Ensure that students conduct any contact with school staff in the appropriate way;
- ✓ Ensure access to a device to enable contact to be made at an agreed time;
- ✓ Arrange for their student to be available at the agreed time to communicate with the member of staff.

Students 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;
- ✓ 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 or videos of the class;
- ✓ Maintain expectations as set out in the signed Croesyceiliog Acceptable Use Agreement.

Failure to maintain these expectations will lead to students not being able to access learning and being asked to undertake further digital citizenship lessons to ensure the impact of actions online are fully understood. For serious breaches, the police or other agencies may need to be informed.

Signed (Parent/Carer)	
Signed (Student)	
Signed (School)	<i>Croesyceiliog School</i>