



Amber Valley  
& Erewash  
Support Centres

## Online Live Lesson Policy

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## **Policy Aim**

We aim to provide the best quality learning experience for every pupil and continuously improve the curriculum offer. After the COVID-19 pandemic began it became important for schools to explore a variety of online teaching methods to ensure that they could maintain distance learning with pupils. This policy will set out clear expectations for both staff and pupils for the use of online live lessons with a focus on safeguarding. The assumption will be that staff deliver online lessons from either a school base or their own home and pupils will engage in the lesson from home. Live lessons may form part of a blended learning offer for a pupil.

## **Key considerations – Safe practice during live lessons**

Planning will be critical to ensuring a safe and successful live-streaming lesson. Staff must 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.
- Online live learning should not be compulsory for all pupils. It should be used as part of a curriculum offer where it has every chance of being a successful method of teaching and learning.
- Consider availability of pupils, e.g. will all pupils be available, will some need to join or leave at different times? It is recommended that the number of pupils in the lesson is considered.
- Ensure the length of live-streamed lessons are appropriate for the pupils.
- Consider the availability/strength of each pupil's network connection and take steps to provide the best possible conditions for stable connectivity if required (i.e. the provision of WiFi devices).
- 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 lesson formats.
- Consider if pupils have a quiet and suitable place to engage in online learning at home.
- Ensure the lesson is planned in advance and sufficient notice should be given to pupils and parents/carers as required.
- Seek authorisation from the academy's senior leadership team to live stream lessons and let them know the planned timetable of all lessons.
- 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 pupils may require more time than others.
- Ensure appropriate use agreements are in place for all pupils involved in livestreaming lessons. The agreement will set out clear expectations from all parties and identify actions that will be taken if the agreement is broken.
- Unions have expressed concerns that schools should not be expecting pupils to be taught for their full timetables via online learning or live lessons. There are suggestions that too much time in front of a computer may affect a pupil's wellbeing and not encourage physical activity. Unions have suggested that a maximum of 2-3 hours per day is suitable.
- Unions have also expressed concern that teachers should not be asked to teach online lessons for full days for all of the week.

### **Key principles – Safeguarding at the core**

Safeguarding and welfare of pupils is paramount and takes precedence over all other considerations. At all times staff should continue to follow the academy's safeguarding policies. All issues relating to online safeguarding should be dealt with in the same way as face-to-face teaching. Policies and procedures for reporting incidents of misuse must be followed at all times as outlined in the academy's online safety policy.

### **Location and camera settings**

It is essential that staff consider their location and camera settings carefully to maintain a professional and responsible disposition at all times. Staff must undertake the following:

- Choose a neutral location that is appropriate and safe. 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 you choose an appropriate venue (e.g. a living room, a study or a kitchen).
- Some online learning platforms enable you to change or blur your background display. It is recommended that both you and your pupils use this facility if it is available.
- Reduce the possibility of the lesson being interrupted by your own household members or pets.
- Be mindful that not all pupils will want to switch their camera on – you should make turning the camera on optional. The camera can be disabled prior to a lesson by staff and pupils if required. However, it may be suitable for it to become the norm that you introduce and end the lesson via camera so that you can gauge the pupils understanding by use of facial expressions.
- Encourage pupils to work from a suitable shared home location where they feel comfortable, preferably accompanied by their parent/carer.

### **Professional conduct**

Staff choosing to live stream should continue to work in the same professional manner as they would in the classroom. Staff should undertake the following:

- Adhere to professional standards of dress when in front of the camera.
- Ensure that other colleagues are aware of when live sessions are planned for. Highlight these on staff calendars where possible and on pupil timetables.
- One-to-one live-streaming lessons with pupils can take place. Ensure lesson times and content are logged and that your line manager is aware. There may be pupils where this is not suitable. Staff are to use their professional judgement about the suitability of live sessions.
- Be conscious that in an online environment, remarks may be heard by a number of pupils or parents if running a group lesson and could be easily misconstrued.
- Ensure that staff end the lesson for all participants, ensuring pupils are not left alone and unsupervised in a lesson that 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. If pupils request to

discuss confidential topics, it would be advisable to discuss this with a pupil over the phone afterwards. Keep the live lessons for educational content.

### **Recording live-streaming lessons and GDPR**

There is a recording facility available in some online platforms such as Microsoft Teams, Zoom and Bramble. Staff must be clear about whether their lesson is being automatically recorded and where this is being stored. Pupils and parents must also be made aware if the lessons are being recorded, where they are stored and who has access to them. As a live-stream recording constitutes personal data, this must comply with the school's data protection policy and GDPR regulations. If you intend on recording a lesson to share with pupils at a later date, this should be done as an asynchronous activity without pupils being present in the recording.

If the academy signs pupils up to an online service, then we are the data controller and as it is for educational purposes, we do not have to get consent beforehand from parents.

### **Pupil behaviour**

When working with children and young people staff should clearly set out acceptable behaviours and expectations at the beginning of each lesson. Staff should undertake the following:

- 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 existing school behaviour management policy.
- Inform pupils if they are being recorded.
- Inform pupils who else is present in the lesson.
- Explain the rules at the introduction of the lesson, 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.
- Continue to remind learners about agreed rules and expectations at the start of each lesson and outline how they can raise concerns if required.
- If conduct is not appropriate, then it may not be suitable to continue with online live lessons for a certain pupil.

### **Links with other policies**

This policy is linked to our:

- Behaviour Management policy
- Child Protection and Safeguarding policy and coronavirus addendum to our child protection policy
- Esteem MAT Data Breach policy and privacy notices
- Online Safety policy
- ICT and Acceptable Use policy

## Appendix 1 – Frequently asked questions

**1. What do I do if a pupil joins the lesson from an inappropriate location?** Ideally pupils would log into the lesson 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 DSL or line manager if they are uncomfortable with the location pupils are logging in from.

**2. A pupil speaks or behaves inappropriately in a live-streaming lesson – how do I react?** All the normal standards of behaviour apply in the online lesson. Although pupils 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. If the pupil continues to speak in this way, then end the lesson for that pupil. Seek advice from your line manager if required and discuss with parents/carers about their child's conduct.

**3. A pupil shares something inappropriate on their screen – what do I do?** Staff can remove pupils if behaving inappropriately. If something inappropriate is shared on the screen, staff should end the lesson as soon as possible and raise the issue with their line manager and inform the parent/carer. Any other pupils 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 lessons. As per safeguarding guidelines, the member of staff must record the incident in the usual way.

**4. What do I do if pupils log in 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. End the lesson if needed and restart once the pupil has changed into something more appropriate and raise the issue with their line manager and inform the parent/carer.

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

Where a pupil needs to discuss a serious issue, an arrangement can be made for another time to discuss this over the phone or face to face.

## Home-Academy Agreement for use with live-stream lessons

### AVESC staff agree to:

- discuss roles and responsibilities with pupils at the outset of all lessons.
- notify the academy's senior leadership team, pupils 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.
- Inform the pupil if the lesson is being recorded.
- Use academy equipment and the academy email address for all live lessons.
- Only contact pupils using their academy email address.
- Deliver lessons with a plain background on their screen to anonymise their location.
- Make clear the content of the lesson and keep this to an educational content.  
Personal and confidential issues are to be discussed at another time over the phone or face to face.

### Pupils agree to:

- be punctual for all lessons.
- make sure they have all power adaptors and laptops ready before the lesson begins and are logged into the session.
- Look after any academy equipment loaned such as laptop or tablet and return it to school when requested.
- show respect for anyone else in the online classroom if a group lesson is organised.
- 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 lesson.
- To use the academy email address.
- To follow the academy's online safety policy and pupil user agreement.
- To alert a member of staff if you have concerns about the lesson being hacked or used inappropriately by another pupil.
- To keep to the educational content and discuss personal issues over the phone or face to face with staff not in the online live lessons.

Name of pupil	
Name of parent/carer	
Name of staff	
Date	

