



# All Saints CE (VC) First School, Busy Bees Nursery & Kingfisher Club

## Policy on Live Streaming/Remote Teaching

Date adopted: November 2020

By: Chair of Governors

To be reviewed: November 2022

## **Policy Aim**

To ensure appropriate behaviour and safety of all stakeholders whilst using live streaming software.

## **Introduction**

Live streaming software includes, Google Meet, Zoom, Microsoft Teams and Skype. Although this list is not exhaustive.

The use of such software has become prevalent during the COVID-19 pandemic to ensure the continuity of teaching, learning, assessment and intervention with the full range of stakeholders, such as, learners, apprentices, participants, internal and external meetings.

This has resulted in a significant culture change in the way in which we work and communicate using technology. A change with longstanding impact.

To ensure the continued safety of all All Saints CE(VC) First School and Busy Bees stakeholders, it is important to ensure that standards of behaviour, conduct and professional ways of working are established and continuously maintained.

This policy should be read in line with the All Saints CE(VC) First School and Busy Bees Safeguarding and PREVENT Policy, Information Security Policy, Acceptable Usage Policy and general guidance on conduct and behaviour, such as learner, employer and staff handbooks.

It is important to remember that when participating in an audio or video conference that this is an extension of the professional environment or classroom and all stakeholders should conduct themselves as they would normally in these environments.

- Be on time for the interactive session
- Remain attentive during the session
- Interact patiently and respectfully
- Provide feedback about your experience and provide relevant suggestions
- Make sure you end the session as soon as the organiser indicates to do so and do not stay in the session after the organiser has left

The meeting organiser or host is responsible for ensuring the meeting is a safe, positive, experience for all involved.

Meetings with children should always have their parents or guardians in the room to protect all parties.

Failure to adhere to the guidance within this policy may lead to staff or learner disciplinary action.

## **Dress**

It is important that all learners and staff dress appropriately when participating in live streaming video calls, this includes for staff, smart, business attire in line with All Saints CE(VC) First School and Busy Bees standard codes of business dress, including footwear.

Learners should dress in an appropriate manner when accessing live streaming sites, for example, should not wear lounge wear, pyjamas or revealing clothing etc.

Wear neutral, solid-coloured clothing. Avoid black, white or striped clothing.

## **Backgrounds**

All participants in live streaming meetings should ensure that there is no sensitive information or data in backgrounds. Consider information on noticeboards, computer screens and distractions through windows.

All participants should ensure where practicably possible that live streaming does not take place in bedrooms and participants should be sensitive about items of clothing, or physical items or images in the background that could offend.

## **Privacy**

It is important when attending a live streaming session that the environment is quiet, free from distractions and others around you are aware that they should not come into the view of the camera or make sounds that could be picked up by microphones.

Live streaming should take place in a public place with privacy, for example, it should not take place in a bedroom where practicably possible and it should not take place in an environment where others are able to hear or interject in the meeting if they have not been invited to the meeting with a valid admission code or invite.

If a parent would like to speak to a member of staff, this must be arranged at a separate time.

## **Recording**

All Saints CE(VC) First School and Busy Bees may record live streaming video conferencing content at any time in order for the meeting or session to be sent to others who may have missed the meeting or session, for audit, quality or other purposes in line with the business of All Saints CE(VC) First School and Busy Bees.

Learners must not record online interactions. If the lesson is to be recorded, this will be done by the All Saints CE(VC) First School and Busy Bees member of staff.

## **Use of chat facilities**

Information in the chat must at all times be relevant, in standard English and respectful. Participants should not private message each other and where this facility can be disabled, All Saints CE(VC) First School and Busy Bees staff should disable this function.

## **Screen Sharing**

Screen sharing should be led by the All Saints CE(VC) First School and Busy Bees member of staff and learner screen sharing should be limited to ensure random content is not shared.

When screen sharing, All Saints CE(VC) First School and Busy Bees staff and others should dynamic risk assess information on the screen and should ensure email and other applications are closed and cannot be seen on the screen by participants in the live streaming session.

## **E Safety**

All Saints CE(VC) First School and Busy Bees staff should outline their expectations during the first live streaming session. Subsequent sessions should include a brief reminder of the expectations and rules that keep participants safe online.

## **Attendance**

All Saints CE(VC) First School and Busy Bees staff should ensure that a record of attendance is kept for each live streaming session.

## **Equipment**

Try to connect via an ethernet cable to prevent WIFI dropouts and speed issues.

If connecting from a laptop, plug in the laptop to the mains electricity as battery power can adversely affect video quality.

Test the connectivity before the call

Ensure that you have a camera, microphone and headphones or speakers available. Headphones are preferable to avoid echo and feedback.

Follow all instructions in the video conferencing invitation and note important supplementary information, such as a back up phone number in case you are disconnected.