



Live Streaming Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*



Introduction

When pupils are not able to be present in school due to the effects of COVID-19, Live Streaming can give learners priceless access to education. Live streaming is a means to:

- connecting with a familiar face from school;
- supporting learner wellbeing and engagement;
- give learners the opportunity to ask about any aspect of the set work and thus regain confidence in their ability.

Key Principles

- Any live streaming should take place on a voluntary basis – on the part of staff and learners/students.
- Any live streaming should take place by way of the Microsoft Teams platform or / **Google Meet**, via HWB. Microsoft Teams / **Google Meet** can provide an interactive experience, and the opportunity to collaborate and engage in a safe and accessible way.
- All staff intending to conduct a live streaming lesson / activity should have informed the relevant member of the SLT (GMD). A live streaming meeting / lesson / activity should not take place without the knowledge of a SLT member.
- This policy should be implemented in conjunction with the Ysgol Dyffryn Conwy Safeguarding Policy. All online security issues should be dealt with in the same way as you would for an issue during face-to-face learning. If you have any safeguarding concerns about a child, you should discuss them with the Designated Senior Child Protection Person / Headteacher and ensure that your concerns are reported as soon as possible. (If you think a child or young person is in immediate danger, contact the police on 999.)
- This policy should also be implemented in conjunction with Ysgol Dyffryn Conwy Safe and Responsible Use of E-Technology Policy. Abuse should always be reported. Teachers have a duty to report children at risk (including online abuse) under section 130 of the Social Services and Well-being (Wales) Act 2014.

PLANNING

Planning will be vital to ensure that a live streamed lesson is a successful and safe lesson. You should:

- Consider the purpose, benefits and limitations of a live-streaming lesson.
- Consider if an alternative method is more appropriate, e.g. if the teacher is planning a demonstration, a video may be more suitable.



- Ensure the length of live-streamed lessons is appropriate for your learners.
- Ensure the lesson is planned in advance, and that sufficient notice is given to learners and parents/carers as required.
- Ensure that authorization has been received from the school's Senior Leadership Team to live stream lessons and inform them of the planned timetable for all lessons.
- Check all content is appropriate, and for any tasks requiring online research, check the suitability of the websites prior to the lesson.
- Ensure that all learners have access to the 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.
- Familiarise yourself with features of Microsoft Teams / Google Meet, and how to use the programme effectively (more information is available in the Hwb Support Centre).
- It should be ensured that any student / learner who is not part of the live streaming lesson does not lose out, and that their progress will not be affected by the fact that they have not volunteered to be part of the lesson. This is crucial because of the emphasis on the voluntary element. Because of this, an alternative way of setting work for them may need to be considered.

LOCATION AND CAMERA SETTINGS

The location and camera settings are paramount in order to maintain a professional and responsible disposition at all times. Education practitioners must undertake the following.

- Choose a neutral location that is appropriate and safe. Ensure you choose an appropriate venue (e.g. a living room, a study or a kitchen). Microsoft Teams / Google Meet enables you to change or blur your background display. It is recommended that both you and your learners use this facility.
- 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.
- Reduce the possibility of the lesson being interrupted by their own household members or pets.
- Be mindful that not all learners will want to switch their camera on – you should make turning the camera on optional.
- Encourage learners to work from a suitable home location where they feel comfortable, preferably accompanied by their parent/carer.
- The use of a headset with microphone (like those available with many mobile phones) is recommended for audio clarity.



PROFESSIONAL CONDUCT

Any live-streaming should be done on a voluntary basis and education practitioners choosing to live stream should continue to work in the same professional manner as they would in the classroom. Education practitioners should undertake the following:

- Adhere to professional standards of dress.
- Be conscious that in an online environment remarks are being heard by a number of learners and could be easily misconstrued.
- Record the lesson from the beginning and ensure learners are aware that the lesson is being recorded.
- Teacher ends the session for all participants, ensuring learners are not left alone and unsupervised in a session 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.

For security reasons, we ask that ALL live streaming meetings / lessons / activities be recorded through the recording facility available at Microsoft Teams / Google Meet.

Since live streaming recording is synonymous with personal data, the school's data protection policies and GDPR regulations must be complied with. For that reason, the recording should not be shared with any learners e.g. giving access to those who could not be part of the meeting so that they can catch up. If you intend to record a lesson to share with learners at a later date, this should be done as a nonsynchronous activity with no learners present in the recording.

Similarly, the recording should not be shared with fellow staff members or any other adult.

It should be made clear to the learners / students at the start of **every** meeting / lesson / activity that it is being recorded. To make this easier for you, you can use the script below at the start of the session:

*"Welcome to the lesson. Before we begin, I need to make sure you are all aware of the following:
This session is being recorded. You should already be aware of this, as it was made clear in a letter to your parents and in the email you received. I am starting to record this session now *PRESS RECORD BUTTON*.
Remember that these opportunities are entirely voluntary, for you and for me. You are expected to respect this fully.
None of us has the right to make a personal recording of this meeting, or to take a photo of the meeting via 'screenshot' or a separate device.*



Learner Expectations

Clearly set out acceptable behaviours and expectations at the beginning of each session.

You should undertake the following.

- Clearly communicate that 'classroom standard' of behaviour is expected from all.
- Establish expectations from the outset.
- Create and agree clear ground rules and standards of behaviour based on the school's existing behaviour policy.
- Explain the rules at the introduction of the session, e.g. who can speak, how to ask a question or ask for help (For these purposes, the 'raised hand' button on the bar can be useful). Using the chat function will allow structured engagement with attendees.

Should a situation arise where a student/learner is behaving inappropriately, or is inappropriately dressed, that person can be removed from the session as follows:

- Open the list of participants.
- Click the X next to the name of the person you wish to remove from the session.

In the event of something inappropriate being shared on the screen, teachers should end the session as soon as possible and contact the Designated Senior Child Protection Person immediately. Arrangements will be put in place to contact all learners who were in the 'room' as soon as possible after the event to explain what happened, and what the arrangements are for future classes.

In accordance with the safeguarding guidelines, you would have to follow the normal procedure of creating a full written record in the form of a statement.



STAFF CHECKLIST AND AGREEMENT

- Read this policy to gain a robust understanding of the principles and expectations.
- Inform EG of any lesson you intend to arrange, as well as any changes to arrangements/deferred lessons.
- Invite all relevant learners/students to the session in question.
- Remember that all these opportunities are **voluntary** on the part of staff and students and as such, no pressure should be placed on students to take part. Similarly, permitting a student to have their camera switched off while taking part in the meeting.
- Plan and prepare thoroughly before the meeting.
- Carefully consider the location and settings of your camera.
- Ensure that all meetings with students are recorded for safeguarding purposes.
- Set expectations clearly at the beginning of every lesson and remind learners that the lesson is being recorded for safeguarding purposes.
- Ensure that a one to one situation does not happen after an online class has ended, by disconnecting everyone's Teams / Google Meet at the end of the lesson.

FURTHER READING

<https://hwb.gov.wales/canolfan-cymorth/gwasanaethau-hwb/ffrydio-byw/>

<https://hwb.gov.wales/support-centre/hwb-services/live-streaming/>

<https://hwb.gov.wales/parthau/cadwn-ddiogel-ar-lein/ffrydio-byw-a-fideogynadledda-arferion-ac-egwyddorion-diogelu>

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



CYTUNDEB DYSGWR/ MYFYRIWR : GWERSI FFRYDIO BYW
LEARNER / STUDENT AGREEMENT: LIVE STREAMING LESSONS

Enw Llawn : _____

Dosbarth : _____

Full Name

Class

Rydw i'n cytuno i / *I agree to :*

- Fod yn brydlon ar gyfer pob gwrs / *be punctual for all lessons;*
- Ceisio sicrhau fod gen i'r adnoddau a deunyddiau perthnasol ar gyfer pob gwrs ymlaen llaw / *Ensure that I have the relevant resources and materials to hand in advance ;*
- Dangos parch tuag at bawb yn yr ystafell ddosbarth ar-lein / *Show respect for everyone in the online classroom;*
- Gwisgo'n addas ar gyfer pob cyfarfod, gan gofio dangos parch tuag at bawb arall (staff a chyfoedion) / *Dress appropriately for all classes, thinking about respect for others (staff and peers) ;*
- Gwneud yn siŵr fy mod yn mewngofnodi o leoliad addas, h.y. ystyried y cefndir, ongl y camera, preifatrwydd, ac ati / *Ensure the location you log in from is appropriate, i.e. give consideration to background, camera angle, privacy, etc.;*
- Ceisio cyfrannu at y dosbarth mewn ffordd gadarnhaol, a pheidio â tharfu ar unrhyw adeg / *Seek to contribute to the class in a positive manner and not be disruptive at any time;*
- Peidio creu na rhannu lluniau neu recordiad o'r cyfarfod / *Not create or share images or recordings of the meeting;*
- Cadarnhau fy mod yn ymwybodol y bydd pob gwrs/cyfarfod yn cael ei recordio gan yr ysgol at ddibenion diogelu. / *I confirm that I am aware that every online lesson/meeting will be recorded by the school for safeguarding purposes.*

Llofnodwyd : _____

Dyddiad : _____

(Signed)

(Date)

Llofnod Rhiant / Gwarcheidwad : _____

Dyddiad : _____

(Parent/Guardian)

(Date)