

## **Remote Learning Policy January 2021**

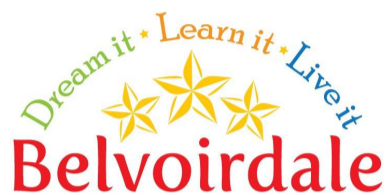
*If a child is absent from school for more than 2 consecutive days, for whatever reason; COVID19 or general sickness, our **Remote Learning Plan** will come into operation. All schools across England have been charged with creating a curriculum and learning platform that can be accessed from home after the long period of lockdown that we recently encountered. This is to maintain a high level of learning and to prevent further lost learning time.*

***If a child is not isolating and is away from school for general illness, we will still make the work available and you may decide if it is completed. All work will be monitored by class teachers through various digital media, including seesaw.***

*A daily/weekly plan will be sent to parents via various electronic platforms (email, WEDUc, Seesaw) which will provide links to online educational websites endorsed by the government and by the DfE/Ofsted. A simple click will take your child to hundreds of video lessons which will follow their in-school learning in English, maths, science and their current foundation topic such as WWII or Romans.*

*At Belvoirdale we will link your child with various websites including The Oak Academy and White Rose Maths websites which follow the same curriculum journey as your child. This will ensure that your child will not miss out by preparing for every eventuality.*

***All of this information including instructions is available on the school website.***



### **Remote Learning Action Plan for children absent from school**

- If a child is absent for more than 2 days, the remote learning plan will come into action.
- Teachers to identify together with office staff those pupils absent for two days or more.
- Parents will be informed via WEDUC, newsletter and individual letter to expect home learning.
- Teachers will fill in the A4 template for remote learning.
- Teachers inform SLT of the need for the remote plan, release time can be given if needed to support this.
- Remote learning activities, as far as possible, need to mirror the learning in the classrooms. This will reinforce consistency and a continuation of learning. Oak Academy and White Rose should be used to provide support for parents at home.
- These plans will then be sent to SLT who will then upload via WEDUC. If parents struggle to access resources, these can be provided.
- As the child completes the work, this can be uploaded to Seesaw and teachers can “check in” with children via the messaging service on Seesaw.
- The expectation is that the child completes the tasks on the plan.
- A member of SLT will call home to “check-in” with the family. Please see flowchart above.
- If a whole bubble has to isolate due to a positive test, all staff will be available for remote learning via Seesaw to ensure there is full support for those that are isolating.

WEDUC message

Subject- Work for home learning- Remote Learning

*Dear parent/carer,*



*Please find attached the learning for your child to complete at home this week.*

*If a child is absent from school for more than two consecutive days, for whatever reason; COVID19 or general sickness, our Remote Learning Plan will come into operation. All schools across England have been charged with creating a curriculum and learning platform that can be accessed from home after the long period of lock down that we recently encountered. This is to maintain a high level of learning and to prevent further lost learning time.*

*If a child is not isolating and is away from school for general illness, we will still make the work available and you may decide if it is completed.*

*Thank you for your continued support.*

**Example home learning plan**

Belvoirdale		Year 1/2 Home Learning		Week Beginning: 14/9/2020	
		Websites to use throughout the week: <a href="https://ttrockstars.com/">https://ttrockstars.com/</a> <a href="https://classroom.thenational.academy/subjects-by-key-stage">https://classroom.thenational.academy/subjects-by-key-stage</a> <a href="https://whiterosemaths.com/homelearning/">https://whiterosemaths.com/homelearning/</a>			
Day	Phonics	English	Maths	Curriculum	
Day 1	<a href="https://www.phonicsbloom.com/uk/game/flash-cards?phase=2">https://www.phonicsbloom.com/uk/game/flash-cards?phase=2</a> <a href="https://www.phonicsbloom.com/uk/game/flash-cards-time-trial?phase=3">https://www.phonicsbloom.com/uk/game/flash-cards-time-trial?phase=3</a> 	<a href="https://classroom.thenational.academy/units/the-magic-paintbrush-mood-1d98">https://classroom.thenational.academy/units/the-magic-paintbrush-mood-1d98</a> Follow the lessons 1-10 throughout the week. Go at your <b>child's</b> pace, you may find they are happy to do two lessons in one day as they are not very long.	Year One- Use this link all week. There are five lessons. One each day. <a href="https://whiterosemaths.com/homelearning/year-1/week-1/">https://whiterosemaths.com/homelearning/year-1/week-1/</a> Year Two- Use this link all week. There are five lessons. One each day. <a href="https://whiterosemaths.com/homelearning/year-2/week-1/">https://whiterosemaths.com/homelearning/year-2/week-1/</a>	What is an algorithm? <a href="https://www.bbc.co.uk/bitesize/topics/z3tbwmn/articles/z3whpv4">https://www.bbc.co.uk/bitesize/topics/z3tbwmn/articles/z3whpv4</a> Together with your child write an algorithm for brushing your teeth. Test it out! Did you miss any steps?	
Day 2	<a href="https://www.phonicsbloom.com/uk/game/flash-cards?phase=2">https://www.phonicsbloom.com/uk/game/flash-cards?phase=2</a> <a href="https://www.phonicsbloom.com/uk/game/flash-cards-time-trial?phase=3">https://www.phonicsbloom.com/uk/game/flash-cards-time-trial?phase=3</a> 	<a href="https://classroom.thenational.academy/units/the-magic-paintbrush-mood-1d98">https://classroom.thenational.academy/units/the-magic-paintbrush-mood-1d98</a>	Year One- Use this link all week. There are five lessons. One each day. <a href="https://whiterosemaths.com/homelearning/year-1/week-1/">https://whiterosemaths.com/homelearning/year-1/week-1/</a> Year Two- Use this link all week. There are five lessons. One each day. <a href="https://whiterosemaths.com/homelearning/year-2/week-1/">https://whiterosemaths.com/homelearning/year-2/week-1/</a>	What is coding? <a href="https://www.bbc.co.uk/bitesize/topics/z3tbwmn/articles/zykx6sg">https://www.bbc.co.uk/bitesize/topics/z3tbwmn/articles/zykx6sg</a> How many things in your home can you find that have to be coded to work? Make a list.	

Belvoirdale		Year 5/6 Home Learning		Week Beginning: 14/9/2020	
		Websites to use throughout the week: <a href="https://ttrockstars.com/">https://ttrockstars.com/</a> <a href="https://classroom.thenational.academy/subjects-by-key-stage">https://classroom.thenational.academy/subjects-by-key-stage</a> <a href="https://whiterosemaths.com/homelearning/">https://whiterosemaths.com/homelearning/</a>			
Day	DERIC	English	Maths	Curriculum	
Day 4	<a href="https://www.pobble365.com/the-trench">https://www.pobble365.com/the-trench</a>	English Day 4 Research WW2 <a href="https://www.bbc.co.uk/teach/class-clips-video/history-ks2-world-war-two/zm3scw">https://www.bbc.co.uk/teach/class-clips-video/history-ks2-world-war-two/zm3scw</a>	Maths Day 4 <a href="https://whiterosemaths.com/homelearning/year-5/week-2/">https://whiterosemaths.com/homelearning/year-5/week-2/</a> Compare and order numbers	Europe <a href="https://classroom.thenational.academy/lessons/what-are-the-countries-of-europe-69k6cr">https://classroom.thenational.academy/lessons/what-are-the-countries-of-europe-69k6cr</a>	
Day 5	<a href="https://www.pobble365.com/memories">https://www.pobble365.com/memories</a>	English Day 5 Write a letter pretending to be an evacuee from WW2. <a href="https://www.bbc.co.uk/teach/school-radio/history-ks2-world-war-2-clips-ww2-evacuation-index/zvs3scw">https://www.bbc.co.uk/teach/school-radio/history-ks2-world-war-2-clips-ww2-evacuation-index/zvs3scw</a>	Maths Day 5 <a href="https://whiterosemaths.com/homelearning/year-5/week-2/">https://whiterosemaths.com/homelearning/year-5/week-2/</a> Rounding	Science <a href="https://classroom.thenational.academy/lessons/what-are-the-major-bones-in-the-human-body-69gpcr">https://classroom.thenational.academy/lessons/what-are-the-major-bones-in-the-human-body-69gpcr</a>	
Ongoing activities	Times Tables - Times Tables Rock Stars <a href="https://ttrockstars.com/">https://ttrockstars.com/</a> Reading - Please also remember to read at least 3 times a week. Spelling - practice the spellings given everyday				

## **Addendum 1 January 2021**

### **Isolating Bubbles (School isolation, Local or National lockdown)**

The following actions will take place:

- A4 Home-Learning-Plan will still be completed and sent out via WEDUC
- Additional actions below:

#### **Teachers**

- Teachers will upload videos to support children's learning at home.

For example, a video to support Writing or a Maths concept.

- Teachers will remain in daily contact with children through *Seesaw*.
- Teachers will and provide feedback to work uploaded by children.

#### **Learning Support Assistants**

LSAs will be available throughout the school day via *Seesaw* to support children's learning at home.

#### **EHC-One to One**

Those LSAs supporting a child on a *one to one* basis will ensure that support is given to the child via *Seesaw* and ensure that the following actions take place:

- Contact is made with the child via *Seesaw* or/and via phone. (Professional judgement is required as to the amount of time and frequency of phone contact. (A minimal of once every other day is acceptable).
- EHC: Both professional and parent should be aware and have access to the individual requirements set out on the EHC plan and professionals should ensure that these actions are maintained.
- EHC/SEND- Support and advice is sought if the actions set out on the EHC plan are unachievable
- Weekly update via email to the SENDCo detailing provision.

#### **Children-with the support of Parents/Carers will:**

- Complete the work set by their teacher every day
- Contact the teacher for support via *Seesaw*.
- Use the support videos provided by teachers to support the learning at home
- Parents will set high expectations.
- Parents will ensure that work is completed daily.
- Ensure that *two pieces of work per day are photographed and uploaded to Seesaw every day.*
- Ensure that children have access *Numbots, TT Rockstars, Lexia-Core and Bug Club* (where relevant to support and enhance learning)

## Addendum 2 January 2021 (Designed to support Lockdown 3 only)

*The following expectations are based on the principles that teachers, parents and children should not be overwhelmed or anxious when planning, completing or assessing Remote Learning*

### Remote Learning expectations for staff

- Belvoirdale will set the legal requirement of work each day (3 hours)
- The remote learning plan will be a weekly overview and show what will be taught each day
- Teachers will use different media to explain and support learning
- Teachers will ensure materials are succinct
- Teachers will respond during the working day where appropriate
- Teachers will inform leadership of those children that do not engage
- Leadership will contact the parents of non-engaging children

### Remote Learning Home-School Agreement

- Children will try their best every day
- Children will engage with learning every day
- Children will share and upload work every day
- Parents/Carers will support their children where possible
- Parents/Carers are the best judge of how much work their children can complete each day
- Learning happens everywhere and in different ways
- Parents will ask for support from school

### Disclaimer on Remote Learning plan;

*This Remote Learning plan is a guide and a reference to the work that should be attempted each day. The learning is sequenced to support progression. This learning is transferred to Seesaw where individual tasks are explained in more detail. All work is available in paper format from the school office.*

## Addendum 3 January 2021 (Designed to support Lockdown 3 only)

### Guidance for Parent/Carer/Children/Host to ensure the Safe and Effective Use of Video Conferencing including broadcast, live online assemblies and streaming

This is the guidance needed in order to ensure that live and recorded video lessons assemblies and online streams are conducted safely and effectively.

#### Invitation

- Parent/Carer and children will be notified of on-line streamlining by Weduc and/or email. Children must not post meeting details or invitations on social media or include/invite anyone without the permission of the host.
- Parent/Carer/Children should refrain from editing any images/video sent and/or sending any content to anyone else.
- School are instructed to ensure that any video conference account information is only linked to their school email account.

#### Webcam/Camera/Sound

- Children/Parent/Carer will be able to join live streaming/assemblies using webcams/video. However, you can attend without a webcam and if you would prefer your child does not need to have their camera on.
- Some settings will be pre-set by the host. (Sound may be muted as part of the live stream/lesson)

#### Appropriate Space

- As far as possible please make a safe, appropriate and semi-supervised space available for the assembly/live stream to take place in. Assemblies/live streams should take place in a room with an open door and that a parent/carer or another trusted adult should be in the same premises while the activity takes place.
- Children should not take video conferenced assemblies/live streams from their bedroom if possible.

#### Behaviour

- Children are required to present themselves as they would if they were in a face-to-face lesson/assembly: They should be dressed appropriately and follow the behaviour expectations that we have in school. • The teacher or the host have the right to ask a child to leave the live stream. **Recording and Public broadcast**
- The teacher will record the attendance of any sessions held. Live streams can be electronically recorded
- The teacher/host may record the lesson for it to be published for children unable to join the live assembly/stream to watch at a later date or time. The recorded lesson is the sole property of the school and must not be reproduced without the permission of the school. Children MUST NOT make their own separate recording of the activity.

#### Safeguarding

- The teacher/host will contact the school's Designated Safeguarding Lead (DSL) if they have any concerns about a student. Examples of potential concerns may include:
  - A staff member seeing, or hearing, a concern during an online live stream.
  - A disclosure made by a student in the course of a live stream.
- Staff will ensure compliance with all points in this document.
- As well as this they will:
  - Ensure they have rehearsed what will be shared and planned the activity as they would in school to ensure all Children can be engaged.
  - Where possible, ensure that the learning/activities are familiar and follows the same structure/procedures as in the classroom where possible
- Consider fully the contents of any screen sharing they ask children to join with.
- Never ask anyone to share any personal information during the video lessons.
- Present themselves in a fully professional manner – audibly, visually and in terms of content.
- Provide the appropriate support for any individual needs if known such as vulnerable and SEND Children.
- Provide access to learning for any children without access to the internet.

## Addendum 4



### A Guide to: Contacting Pupils at home by phone or online calls

The following guidance is provided for teachers and school staff and draws upon advice set out by the NEU in their document: *What you need to Know-Teachers phoning pupils at home*. It should be read in conjunction with the Belvoirdale **Remote Learning Policy**.

#### Introduction:

Belvoirdale recognises the importance of interaction and communication between teachers and pupils who are not in school due to COVID-19. This guidance forms a simple protocol to ensure the safety of staff, teachers and families and children, before, during and after contact is made.

#### Forms of contact:

Belvoirdale Primary School is in contact with all children every day. The main daily contact is through the interactive learning platform called *Seesaw*.

- *Seesaw* allows written, verbal and pre-recorded contact to be made between teacher/LSA and child. Written responses are instant and teachers and children are invited to upload videos showing them in full view.
- Paper copies of work are available for collection by parents and children each day from school
- Deliveries of paper copies, laptops and other resources are carried out by SLT
- One to one phone calls are made to those children with EHCPs by their LSA twice a week.
- Phone calls are made every other day by a member of the SLT to those children who are deemed as vulnerable and who have not submitted work via *Seesaw* or collected work in person.
- Class assemblies via *Zoom* take place once a week. A register of attendance is taken and non-attendees are contacted via WEDUC by a member of SLT
- The Headteacher performs a weekly assembly via *Zoom* for EYFS, KS1, KS2.

**Phone call and Zoom call:** It is essential that feedback and professional discussions should inform what works well and next steps. Initially, the one to one contact will be made by a phone call, although this will evolve into a weekly-small- group *Zoom* call, involving 6 to 8 children. These children should be rotated each week to ensure new friendship groups, as well as to ensure safeguarding procedures are met.

**Who will make the call:** Unless otherwise agreed, (see exceptions below) the class teacher and the class LSA will be responsible for making the call. In the first instance, the school will initiate a phone call. When *Zoom* calls are made to groups of children, the expectation is that teachers and LSAs will both take part.

**Frequency:** Teachers will contact children in their class once a week. The teacher will decide on the most appropriate day and time. Some children in the class will already be contacted by another member of staff; where this is the case, the class teacher will not be expected to contact the child.

#### Exceptions:

**EHCP:** The child will be contacted by the 1:1 LSA (see Remote Learning Policy) Monitored by SENDCo

**Vulnerable:** Children who are deemed vulnerable will already be contacted each week by a member of the SLT. (see Remote Learning Policy)

**Safeguarding:** Children who are deemed vulnerable will already be contacted each week by a member of the SLT.

**Children in School:** Children who are in school as part of the vulnerable and / or critical worker cohort will not be contacted.

#### Subject matter and Content:

The calls will be limited to discussion about general wellbeing, not about lesson plans or work to be completed unless the questions are raised by an individual child.

**Protocol and Routine:** If teachers are working in school, a school phone line will be made available and they will be released from their class to make the phone calls. Alternatively, a teacher will use their mobile phone and dial 141 before the call is made. This will withhold the caller's number, thereby protecting and safeguarding the teacher's personal number. Teachers should delete pupils' numbers from their phones after use. If there is any personal cost accrued, Belvoirdale Primary School will reimburse on proof of usage .

**Parent/Carer** will be informed of the school policy in advance of this initiative. Therefore, teachers will not need to prearrange calls although an estimated time window may be forwarded by *Seesaw*.

Where *Zoom* invitations are made, teachers will provide via *seesaw* a *Zoom invitation*.

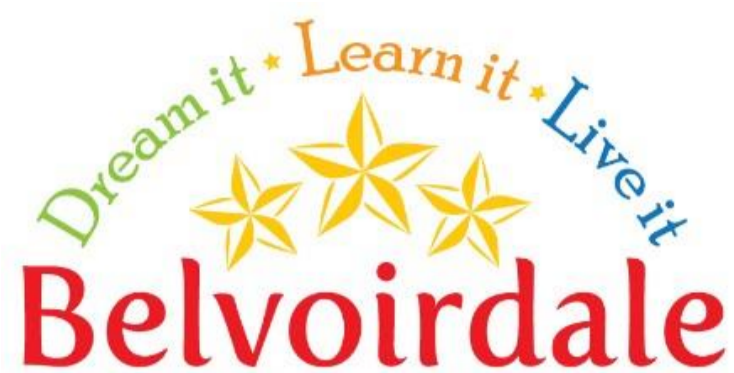
**Protocol:** Teachers should ask to speak to a parent at the start of the call, giving their name and explaining why they are calling and should end the call by speaking to the parent again. No personal information should be disclosed during the call.

**Length of call:** It is advised that the length of an individual call be no more than five (5) minutes in length. This may vary depending on the issues discussed, the child's ability to speak and whether the larger *Zoom* calls are in place.

**Non-Engaging Pupils:** The name of those children and families that do not engage with this initiative will be given to the SLT who will follow the same procedures as in other non-engaging aspects of remote learning.



**Workload and Wellbeing:** The senior leadership team recognise the commitment and time needed to undertake this task and other remote learning duties. Communication is paramount along with an open and honest sharing of views. This will be done through SLT meetings, SIP meetings and weekly staff meetings. Different schools and organisations follow different procedures, some more demanding than others. The SLT keep the workload of all staff under constant review and recognise the stress and anxiety that can be produced in such circumstances.



Belvoirdale Primary School

Seesaw



Seesaw

## Usage Policy 2021

Agreed by Governing Body: \_\_\_\_\_

Date: Friday 22<sup>nd</sup> February 2021

To be Reviewed: \_\_\_\_\_

### Introduction:

Belvoirdale Primary School will use *Seesaw* to communicate with children during term time and also in periods where the school may be closed such as a national lockdown or in cases of bad weather. This is part of the school's Remote Learning policy.

Teachers can post work, comment on submitted work and also leave messages for the class and parents within the app. School must acquire parental consent before using Seesaw

### The school will:

- Obtain parental permission for the use of the Seesaw app
- Adhere to the safe use of seesaw as set down in the terms of use
- Ensure that all devices used in school with seesaw are protected in line with the school's e-safety and safeguarding policy **The Setting of work**
- Activities can be set in advance and dates/times.
- All work that is set by the class teacher/LSA is private to the classroom that your child is in.
- Teachers will use the **Activity** tool to set work.
- Work will be clearly shown under the Activity Tool.
- Work will be set to the default of whole class but individual tailored activities will be set for children with SEND/EAL/other needs

### Teachers will:

- Belvoirdale will set the legal requirement of work each day (Three hours)
- Approve **appropriate** work that has been submitted by children
- Provide instructions to explain how to complete each activity- this may be via a pre-recorded video/voice over- e.g. *Screencastify* or with written instructions.
- Teachers will use different media to explain and support learning. All links will be checked in advance to ensure age appropriate content.

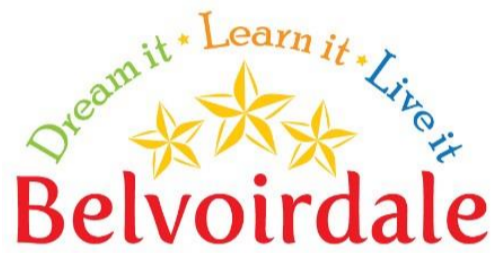
- Teacher will report to the schools Safeguarding team any concerns they have regarding a child, their comments or their uploaded material.
- Teachers will respond during the working day where appropriate
- Teachers will inform the senior leadership team of those children that do not engage with *Seesaw* and/or *Remote Learning*.
- Senior leaders will contact the parents of non-engaging children and inform them of the *Remote Learning Home-School Agreement*
- Teachers will ensure that the appropriate settings are in place to prevent children commenting on another child's work. For children to comment on another child's other work, the teacher must approve the action.

**Children will:**

- Use the **Add Response** tool to submit their work – this allows *Seesaw* to recognise that the children have completed the activity.
- Respond by text, drawing, voice or by up-loading photos/videos of their work.
- Ensure that all responses are age appropriate
- Follow the online safety rules and only use *Seesaw* for school-related- work.
- Report to an adult if they are unsure or concerned of any content
- Follow the health and safety use of computers, tablets and electronic devices.
- Children will only write comments on other children's submitted work that is linked to their learning and in an appropriate manner.

**Parents will:**

- Ensure that appropriate firewalls, restrictions and age-related restrictions are set on computers and electronic devices used at home
- Technology use is regularly monitored and supported where necessary.
- Ensure that communication with their child's class teacher/LSA is appropriate and professional
- Ensure submitted work is clearly photographed/recorded to enable the teacher to view it.



**Belvoirdale Primary School**

**Live Streaming Acceptable Use Policy**

**January 2021**

Agreed by Governing Body: \_\_\_\_\_

Date:

To be Reviewed: \_\_\_\_\_

**Introduction:**

This policy is required to ensure that live and recorded video lessons, assemblies and online streams are conducted safely and effectively. These are required because:

- On occasions, synchronous approaches such as live video streaming may be practical and appropriate for and in supporting Remote learning.
- The headteacher and the governing body may instruct the use of online streaming to enhance the pupil's remote learning experience.

**Safeguarding and proper use:**

- The school will use appropriate software to provide an interactive live stream experience and an opportunity to collaborate in a safe and accessible way.
- The safeguarding and the welfare of learners is paramount and takes precedence over all other considerations.
- At all times staff should continue to follow the school's safeguarding policies. All issues relating to online safeguarding should be dealt with in the same way as face-to-face teaching. If you have any safeguarding concerns about a child, you should discuss these with the Designated Senior Person for Child Protection for your school ensuring your concerns are reported as soon as possible.

**Teachers agree to:**

- Seek the authorisation of the school's senior leadership team to live stream lessons and let them know the planned timetable of all lessons.
- Deliver live-streamed sessions only through agreed software
- Start live session just ahead of scheduled time to allow a prompt start to the lesson
- Notify the learners of scheduled sessions as well as any resources required during that session (documents, presentations etc) • Notify the school's senior leadership team, learners and parents of any cancelled sessions or changes in arrangements
- Ensure that no sessions are recorded without the prior consent of parents and school.
- Ensure that they keep themselves up to date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- Not to initiate any live streaming or contact outside of the scheduled sessions as timetabled
- 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 regulations
- Ensure the lesson is planned in advance and sufficient notice should be given to learners and parents/carers as required.
- Check that all the 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 software applications required.
- Be mindful that if the lesson includes tasks, some learners may require more time than others.
- Encourage learners to work from a suitable shared home location where they feel comfortable, accompanied by their parent/carer.
- Ensure there is always at least two members of teaching staff online and present at all times during any live-streamed lesson.
- Be conscious that in an online environment remarks are being heard by a number of learners and could be easily misconstrued.
- Ensure that the end the session for all participants, ensuring learners are not left alone and unsupervised in a session the teacher has left.
- As a live-stream recording constitutes personal data, you must comply with your school's data protection policies and GDPR regulations. If you intend on recording a lesson to share with learners at a later date, this should be done as an asynchronous activity without learners being present in the recording.
- Clearly communicate that 'classroom standard' of behaviour is expected from all attendees based on Belvoirdale's existing behaviour management policy. Establish expectations from the outset.

**Learners agree to:**

- Have an adult present for the duration of the live session.
- Prepare for the session in plenty of time and have an appropriate working area.
- Access the relevant files for each session in advance and have the materials to hand.
- Ensure their device is powered from the mains and have a good internet connection e.g. not too far from the Wi-Fi router.
- Choose an appropriate quiet workspace.
- Minimise distractions. Turn off music, TV, phone, games console in the background.
- Not to impact on the experience of the lesson for other pupils, showing respect for everyone in the online classroom.
- Ensure they and other in the room are dressed appropriately and treat the session as they would in school.
- Contribute to the class in a positive manner and not be disruptive at any time.
- That parents can support their pupils with the technology but should not ask questions or speak for their child during the session.
- Only commenting or raising questions on the topic being discussed.
- Conduct themselves in an online session as expected in any sessions whilst understanding that any disruption will be dealt with by the school's behavior policy.
- Not make recordings/images of the class or the teacher or any part of the session using another device.
- Not record or take screenshots of any aspect of the session, including the teacher and the class.
- Not initiate any live streaming or contact outside of the scheduled sessions as timetabled.

## **Appendix 1:**

### **Guidance for Parent/Carer/Children/Host to ensure the Safe and Effective Use of Video Conferencing including broadcast, live online assemblies and streaming**

This is the guidance needed in order to ensure that live and recorded video lessons assemblies and online streams are conducted safely and effectively.

#### **Invitation**

- Parent/Carer and children will be notified of on-line streaming by Weduc and/or email. Children must not post meeting details or invitations on social media or include/invite anyone without the permission of the host.
- Parent/Carer/Children should refrain from editing any images/video sent and/or sending any content to anyone else.
- School are instructed to ensure that any video conference account information is only linked to their school email account.

#### **Webcam/Camera/Sound**

- Children/Parent/Carer will be able to join live streaming/assemblies using webcams/video. However, you can attend without a webcam and if you would prefer your child does not need to have their camera on.
- Some settings will be pre-set by the host. (Sound may be muted as part of the live stream/lesson)

#### **Appropriate Space**

- As far as possible please make a safe, appropriate and semi-supervised space available for the assembly/live stream to take place in. Assemblies/live streams should take place in a room with an open door and that a parent/carer or another trusted adult should be in the same premises while the activity takes place.
- Children should not take video conferenced assemblies/live streams from their bedroom if possible.

#### **Behaviour**

- Children are required to present themselves as they would if they were in a face-to-face lesson/assembly: They should be dressed appropriately and follow the behaviour expectations that we have in school. • The teacher or the host have the right to ask a child to leave the live stream. **Recording and Public broadcast**
- The teacher will record the attendance of any sessions held. Live streams can be electronically recorded
- The teacher/host may record the lesson for it to be published for children unable to join the live assembly/stream to watch at a later date or time. The recorded lesson is the sole property of the school and must not be reproduced without the permission of the school. Children MUST NOT make their own separate recording of the activity.

#### **Safeguarding**

- The teacher/host will contact the school's Designated Safeguarding Lead (DSL) if they have any concerns about a student. Examples of potential concerns may include:
  - A staff member seeing, or hearing, a concern during an online live stream.
  - A disclosure made by a student in the course of a live stream.
- Staff will ensure compliance with all points in this document.
- As well as this they will:
  - Ensure they have rehearsed what will be shared and planned the activity as they would in school to ensure all Children can be engaged.
  - Where possible, ensure that the learning/activities are familiar and follows the same structure/procedures as in the classroom where possible
- Consider fully the contents of any screen sharing they ask children to join with.
- Never ask anyone to share any personal information during the video lessons.
- Present themselves in a fully professional manner – audibly, visually and in terms of content.
- Provide the appropriate support for any individual needs if known such as vulnerable and SEND Children.
- Provide access to learning for any children without access to the internet.