THE GRYPHON
Multi Academy Trust

GAT0053

LIVESTREAMING POLICY

POLICIES AND PROCEDURES PROFORMA

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Amendments Summary:

Amend. No.	Issued	Page	Subject

1.0   AIM

1.1   The purpose of this policy is to provide a framework for the safe and effective use of video, audio, screen sharing and chat (referred to collectively as livestreaming) for remote teaching and learning.

1.2   Livestreaming offers a real-time approach to supplement the off-site learning of our students. It provides a valuable opportunity for teachers to scaffold work, model skills, and encourage reflection. It can increase the motivation of our students, particularly important during times of long-term missed schooling. It is however important to remember that livestreaming is just one part of the toolkit available to teachers. It is the quality of teaching and learning, rather than the system of delivery, that leads to progress. Teachers should livestream only if they are comfortable with using the system, if they are in a position to be able to use it, and when they judge its use to be of benefit to the learning of their students.

1.3   The aim of this policy is to ensure that our livestreamed lessons:

- provide a safe and secure learning environment
- offer equality of opportunity and accessibility to all
- protect and safeguard all parties: our students, parents, carers and staff.

2.0   SCOPE

2.1   This policy applies to all livestreamed lessons delivered under the auspices of The Gryphon Trust, including our peripatetic provision. Livestreamed lessons are primarily intended to supplement online learning. We are not currently able to resource livestreaming of tutor sessions.

3.0   RESPONSIBILITIES

3.1   All teachers running livestreaming lessons must ensure that they are familiar with and adhere to the livestreaming policy. Students participating in the lessons must agree to follow the student code of conduct for livestreaming, and parents and carers must give consent for their child's participation. The Senior Leadership Team will provide monitoring and support, with strategic leadership and accountability from the Governing Body. The School will provide training for staff and students in the key features of the livestreaming platform and will endeavour to ensure that staff and students have access to a suitable device and network connectivity.

4.0   RELATED POLICIES AND PROCEDURES

4.1   Specific guidance for the implementation of the policy is provided in the procedures and guidelines that follow. The policy builds on existing policies of The Gryphon Trust and its schools, particularly the policies for:

- Behaviour for Learning
- Child Protection
- Complaints
- Data Protection
- Data Retention Schedule
- iPad and Internet Acceptable Use
- Health and Safety
- Lone Workers
- Safeguarding
- SEND
- Teaching and Learning.

5.0   ACCESSIBILITY

5.1   As a trust we strive to create a sense of community and belonging for all our students. We have an inclusive ethos and aim to remove barriers to learning and participation.

5.2 Livestreaming offers advantages for many students with special educational needs (SEN), particularly in terms of support, feedback and motivation. Accessibility is supported by software already in use by our students. Visually impaired students have magnifiers to make the screen more visible. For hearing impaired students, subtitles can be generated and displayed. Chat boxes can be helpful for SEN students for communicating with their teacher and with their peers.

5.3 Some students may be concerned about sharing video and audio of themselves with others. Student videos and microphones will be set to off when they join and can then be actively switched on when invited by the teacher. Students will, if they choose, be able to leave them off throughout a livestream lesson.

5.4 With all remote learning, ensuring access to technology is key. This is especially so for disadvantaged students. The trust is continuing to make every effort possible to ensure that disadvantaged and vulnerable students have access to devices and connectivity. If students do not have such access, their tutor should be informed as soon as possible as there may be help available. It must be recognised nevertheless that some students will find access difficult or not possible.

6.0 SAFEGUARDING

6.1 Safeguarding determines the actions that we take to keep our students and staff safe and protect them from harm in all aspects of school life. As a trust we are committed to safeguarding and promoting the welfare of all of our students and staff. Safeguarding during periods of remote learning follows the same principles as those adopted in school, as outlined in our Safeguarding and our Behaviour for Learning Policy.

6.2 Livestreamed lessons bring with them additional risks, particularly regarding the intended or unintended transfer of data to other students, digital footprints and online reputations. It is harder in an online environment than in a classroom based one to control who participates. It is essential that parents, carers, students and staff are made aware of these risks and how, by following the guidelines below, these risks will be minimised. Parental consent acknowledging this will be required for students to take part in any livestreamed lessons.

6.3 All sessions will be recorded automatically for the safeguarding of students and staff. If any issues were to arise, the video can be reviewed under the direction of the Headteacher. These recordings will not be used for any other purpose.

7.0 IMPLEMENTATION

7.1 GENERAL DATA PROTECTION REGULATION (GDPR)

7.1.1 Livestreaming makes lessons become interactive, rather than static. In order for this interactivity to occur, there is by necessity an associated transfer of information between teacher and student. At the very simplest level this could be by the teacher sharing their screen and providing a microphone commentary.

7.1.2 To make lessons more interactive, teachers may wish to use additional livestreaming features such as face to face video cameras, student microphones, and text box chat. All of these features involve additional transfer of information. Some of this information may be personally identifiable, of which some might be unintended. To comply with GDPR, class teachers must consider how to have the least transmission of personal data possible, whilst providing the interactivity required for the lesson. This is a decision that will vary from class to class and potentially from lesson to lesson.

7.1.3 Video transmissions are likely to contain the most personal information, and text box chat the least. Lessons should therefore start with all videos off and only the teacher microphone and screen share on. Additional functionality (class chat boxes, staff and student video and student microphones) can then be opened up as judged necessary and appropriate by the teacher.

7.1.4 All livestream sessions will be recorded for safeguarding purposes only. Recorded data will be stored for the minimum time necessary and for a maximum of one year. The data will be stored centrally, initially by a server hosted within the EU and then downloaded to a secure local server. It will be accessed only should safeguarding concerns arise, and then only under the direction of the Headteacher. An automatic log of all downloads and viewings will be kept.

7.2   SYSTEM

7.2.1   All livestreamed lessons will be delivered using Zoom Meetings – Educational Licences. The principal requirements for the system are that it must be safe, secure, auditable and straightforward to use. Default settings must be configured centrally in such a way so as to balance user needs with security. More specifically, requirements for the system are:

- Firefly will remain the 'go to' port of call for students for accessing the lessons.
- Task titles for livestreamed lessons will follow a consistent format that allows them to be clearly identified by the students.
- The system must be portable across devices and accessible directly from the web.
- All accounts must be set up by the school administration and will be for our students and staff only.
- Identification and password login must be required.
- Usernames must be fixed, identifiable and appropriate.
- Only users from the intended class will be admitted from the waiting room
- Students must join with videos and microphones off. The use of these will be released as appropriate by the teacher.
- An automatic log will be kept of length, time, date and attendance of any livestream lessons held.
- An automatic log will be kept of all access to recorded data.

7.3   TIMETABLING

7.3.1   Livestream lessons will last for a maximum of 1 hour and will be timetabled to

- take place during normal school hours, fitting in with family life
- avoid clashes with other livestreamed and in-school lessons

7.4   TRAINING AND SUPPORT

- Training will be provided for students and staff to learn how to use the platform and to establish the code of conduct. This will be stored on Firefly and will take the form of a step by step video guide supplemented by pdf guides.
- Staff should practise running livestreaming sessions with colleagues before going live with students.
- Additional training on specific aspects of livestreaming will be made available as required.
- Top TIPS for livestreaming will be collated and stored on Firefly. Staff will be encouraged to add to this.
- A weekly support slot will be provided for more individual support and sharing of best practice.

7.5   CODE OF CONDUCT FOR STAFF

- Only use the approved system.
- Only use your school-registered account, never a personal one.
- Make sure that you complete the online training before undertaking your first livestream lesson.
- If you are not comfortable with the system, if you are not in a position to be able to use it, if you feel it would not be safe or reliable, or if you feel that your teaching will not be enhanced, do not do it.
- Make sure that all livestream sessions are notified to students via firefly tasks with a title of the format "Week 10 LIVE LESSON for English Thursday 11am"
- Use the Firefly task to notify students of livestream lessons, to remind students of the student code of conduct and that by participating in the lesson they are agreeing to follow this code.
- All lessons will be recorded automatically and stored centrally for the safeguarding of staff and students. In participating in a livestreamed lesson you are giving your consent for this.
- The recorded data will be accessed only should a safeguarding concern arise and then only under direction of the Headteacher. An automatic log of all downloads and viewings will be kept.
- You must not view, download or otherwise access the recorded data.

- One to one lessons should not in general be planned or held. Should only one student turn up, the lesson must be stopped and alternative support arranged. For SEN use an additional member of staff will be present to facilitate student interventions. There may be exceptional circumstances when 1:1 sessions are felt to be appropriate. It this is the case, permission to run a 1:1 session must first be sought from the senior leadership team who will consider the appropriate mitigation of risk before providing consent.
- It would be helpful to make any key resources available through Firefly before the lesson for those students with SEN.
- Dress as you would in school.
- Make sure you are in an appropriate, non-public area. The background should be blurred with no inappropriate objects/information visible. Alternatively, use a virtual background.
- Double check that any other tabs that you have open in your browser are appropriate for a student to see, if sharing your screen.
- You must not save or store recordings or images on your own equipment or on personal cloud storage.
- Challenge any unknown or uninvited participants, and remove them if necessary.
- Remind pupils each session that the session is being recorded and that by participating in the session they are agreeing with the student code of conduct. Reinforce expectations regarding the use of video, microphones and the chat function. A slide for display at the start of each lesson will be provided to convey this information. • Reduce the risk of screen capture by students (and its potential misuse) by keeping "teacher face" time to a minimum. You might choose instead to screen share throughout the lesson or to direct your camera to show a demonstration.
- Maintain a professional persona and boundaries.
- Make sure language is professional and appropriate, including that of any family members in the background. • Maintain an attitude of "it could happen here" with regards to safeguarding. If you have safeguarding concerns about a student, record them on CPOMS making sure that the "alert safeguarding team" box has been checked. If in school, also notify the DSL or DDSL in person.
- If students break the code of conduct you should decide on the best course of action as you would in a classroom situation. This might be a verbal warning, removal of video and microphone access, temporary time out in the waiting room, removal from the lesson, or removal from subsequent livestreamed lessons. Concerns, sanctions and follow up should be recorded on ARBOR. Incidents should be followed up by you as the class teacher in the first instance. This may involve you contacting home to discuss further or seeking advice from your Head of Centre of Learning. Severe breaches should be referred to the Head of Year for advice as they would be in school.
- Ensure that you end the lesson in full rather than just leave. Training will be given on this.
- Keep a log of anything that you did that you felt went wrong - what, when, with whom. Report any serious concerns to your Head of Centre of Learning for advice.
- If you are aware of students that do not have any device at home, please inform their tutors as there may be help available

7.6   CODE OF CONDUCT FOR STUDENTS FOR LIVESTREAMED LESSONS

7.6.1   Despite being at home, a livestreamed lesson with a teacher is an extension of the classroom and you should conduct yourself as you would at school. There are some additional rules that you must follow to keep you safe on line and to establish a good environment for learning:

- By joining a livestreamed lesson you are confirming that your parent has read, and agreed with, this code of conduct.
- Never reveal your password to anyone.
- You must follow the Trust's iPad and internet acceptable use policies at all times.
- Join only the lessons to which you have been invited by your teacher.
- Dress appropriately.
- Make sure you are in an appropriate, non-public area. Somewhere quiet, safe and free from distractions and with a plain background. The background should have no inappropriate objects or information visible. You may choose to use an appropriate virtual background.
- Make sure that you give the lesson your full attention – you should not be involved in any other conversations.
- Be punctual, log on and be in the waiting room early to ensure the livestream lesson can start on time.

- To help keep you, your fellow students and your teacher safe, the lessons will be recorded and stored securely and in line with GDPR requirements. The recordings will be accessed only should a safeguarding concern arise and then under the direction of the Headteacher. In joining a livestreamed lesson, you and your parent/carer are consenting to this.
- Always start the lesson with your video and microphone off. Follow the instructions of your teacher regarding the use of these and the chat box.
- If you are uncomfortable with having your video camera on, you may leave it off.
- You must not record or take photos of classmates or teachers during livestream lessons, nor share lessons publicly.

7.6.2 These rules are designed to help keep you safe online. If they are not followed, you may be asked to leave the lesson. School sanctions will be applied and these will be recorded on ADDS.

7.7 <u>PARENTAL CONSENT</u>

7.7.1 Parents/carers will be informed of the student code of conduct by email. It will be made clear that all sessions will be recorded, also that no family members other than the student themselves should participate. The recordings will be accessed only should a safeguarding concern arise and then under the direction of the Headteacher. Parents/carers not wishing their child to take place in livestreamed lessons should inform the school of this. By joining a lesson, students are confirming that parental consent has been given for their participation and for its recording.

7.8 <u>COMPLAINTS</u>

7.8.1 The Gryphon Trust recognises that many issues can be resolved quickly by informal contact and discussion. This is a central principle of our desire to have good communication procedures in the school between parents, carers, staff and governors for the wellbeing of our students. If you have a complaint, the stages of the process are outlined in the Complaints Procedure available on our web site. Recordings may be reviewed by the Headteacher in the case of a complaint.

8.0 FURTHER READING

Paul Kirschner, ResearchEd Home 2020, Ten Tips for Emergency Remote Teaching?
https://researched.org.uk/sessions/paul-kirschner-ten-tips-for-emergency-remote-teaching/

Rapid Evidence Assessment into Remote Learning made by the Education Endowment Foundation:
https://educationendowmentfoundation.org.uk/public/files/Publications/Covid-19_Resources/Remote_learning_evidence_review/Remote_Learning_Rapid_Evidence_Assessment.pdf

NSPCC guidelines for remote learning
https://learning.nspcc.org.uk/news/2020/march/undertakingremote-teaching-safely

UK Gov guidance for Safeguarding and remote education during coronavirus (COVID-19)
https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#virtual-lessons-andlive-streaming

Guidance on platform choice and settings [particularly with regards to safeguarding
https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidance-organisations
https://coronavirus.lgfl.net/safeguarding