Live Streaming Guidelines for Staff

Maghull High School

Key guidance to support safe and practice during live-streaming sessions

The following guidance for staff has been produced as we seek to enhance online learning for students in Years 7-13. The document sets out key considerations for staff to offer live streamed sessions as a development to our current provision.

Careful planning

Planning will be critical to ensuring a safe and successful live-streaming session. Please consider the following:

- The purpose, benefits, and limitations of a live-stream session. Live-streaming will be delivered as appropriate for the environment, subject, students in the class and session content. The teacher will decide on appropriateness in consultation with the middle leader and SLT link.
- When whole classes are learning remotely, teachers will regularly deliver live teacher-led lessons as appropriate for the subject, year group and curriculum content to ensure that students continue to receive high quality education. If lessons are not live and work is set to complete in isolation, teachers will be available via MS Teams live messaging, video call and/or email to provide high quality regular feedback on progress, assessment of work and provide support for students, as appropriate.
- Teachers will record attendance to lessons and the work completed on SIMS, which will also assist in rewarding students for their engagement and allow for the pastoral and SEND team to follow up non engagement.
- Ensure the length of live-streamed sessions are appropriate for your students.
- Are all students able and available to access the session? Record the session to ensure equity of access for all your learners and signpost it on MS Teams or Firefly.
- Ensure the session is planned in advance and sufficient notice should be given to students and parents/carers as required.
- Check all content is appropriate and for any tasks requiring online research, check the suitability of the websites prior to the session.
- Be mindful that if the session includes tasks, some learners may require more time than others.
- Any live streamed session should only take place across the school **MS Teams or Zoom**. The Acceptable Use Agreement outlines expectations for staff, parents and students. Actions will be taken if the agreement is broken.
- Any live messaging on MS Teams requires the member of staff to activate the facility in 'settings'. This must be disabled at the end of the session or monitored by the teacher between sessions. When live messaging a form group type CLS then the group to locate the form eg CLS7AN.
- Be mindful when setting deadlines for students from any sessions. Some students may be sharing devices which will impact viewing live sessions and meeting deadlines.

Location and camera settings

It is essential you consider your location and camera settings carefully to create a professional online learning environment

- If the location of delivery is the classroom, ensure that the students who are remote only view the teacher and/resources for the session.
- 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). For the background, you may use the Maghull High School logo, a blank wall, or distort using the blurring option.
- 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, including family photographs. It may be helpful to ask a 'critical friend' to check what is in view of the camera.
- Ensure that your session will not be interrupted by your household members or pets. Students have been reminded to do this in the Acceptable Use Agreement.
- 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 shared home location where they feel comfortable, preferably accompanied by their parent/carer. Students have also received guidance for this in the Acceptable Use Agreement.

Professional conduct

Any live-streaming should continue to work in the same professional manner as they would in the classroom. Please remember at all times to:

- Adhere to professional standards of dress when in front of the camera.
- Be conscious that in an online environment remarks are being heard by number of learners and could be easily misconstrued. Recording the session provides an added layer of safety for staff.
- Ensure that you end the session for all participants, ensuring students are not left alone and unsupervised in a session that you have left.
- Be mindful of the need for confidentiality; especially if you are live-streaming a session from a venue where other adults or children are present.

Recording live-streaming sessions

- There is a recording facility in MS Teams and Zoom. As a school, we advise that any one-to-one sessions are recorded for safety purposes. They do not have to be shared with other staff or students, except where the teacher offering the session is keen to do so. Recordings will not be used for any teacher evaluation purposes.
- As a live-stream recording constitutes personal data, you must comply with the school's data protection policies and GDPR regulations.
- If you intend on recording a session to share with students at a later date, this should be done without learners being present in the recording.
- In the event of whole class isolation, live streaming will be recorded by the teacher and uploaded to Firefly for students to access when it is suitable or when technology allows at home.
- If recording a live session, staff are to ensure that student cameras are turned off or that their screen is shared continuously.

Risk Assessment for the management of live streaming

Introduction:

The Covid epidemic has presented us with some unprecedented challenges in education. Driven by the commitment to children's well-being and continuous learning, Maghull High School has embraced the benefits of technology to provide high quality learning experiences for all. This document has been produced to ensure the safety of staff to provide live streamed or videoed sessions and the learners who engage with these opportunities. As a starting point, we have considered the recommendations of the national teacher unions 'Checklist for the Management of Remote Learning' which highlights some important practical and professional considerations for staff when offering such provision.

When providing livestream sessions, staff should be satisfied that:

- **livestreaming represents the most effective means of delivering a particular learning objective or whether other remote learning approaches would be more appropriate;**

  The school's guidance to staff presents key planning and delivery issues for staff to consider when planning livestreamed sessions. The school has offered a wide range of remote learning opportunities to students and the decision to allow staff to offer livestreaming has arisen from the quality assurance of these opportunities through online surveys and face to face contact with students and parents. Livestreaming allows students to connect with school to improve their social and emotional well-being and makes learning more accessible to all. It should only be used in conjunction with a range of pedagogy to support remote learning.

- **they are not being compelled to use livestreaming, but have selected this approach themselves as a matter of informed and free professional choice;**

  The school has utilised technology to enhance online provision for students since the start of the closure. Approaches have been refined and livestreaming presents the next natural development for our provision. There is no expectation that all staff will offer live streaming however, as a school we will support staff who wish to offer this provision for students.

- **use of livestreaming will involve a manageable number of students and will not educationally disadvantage those students who do not have access to relevant technology;**

  Student and staff audits ensure that we aware of difficulties with access to ICT, we have sought to deploy resources according to levels of need. Staff will be encouraged to record loom sessions and record live sessions to allow students further access as required.

- **the technology they use allows them to blank out or distort their backgrounds;**

  We are using MS Teams and Zoom as platforms for livestreaming. MS Teams guidance contains advice to staff on how to blank out / distort their backgrounds.

- **there are arrangements in place to prevent students from recording sessions or capturing screengrabs;**

  All students have been required to agree to the terms outlined in the school's Acceptable Use Agreement, designed to make expectations clear when they are working on line. The policy makes it clear that there will be sanctions for students if any misuse of images / video from remote sessions occurs.

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- **explicit and informed written parental consent has been secured for their children to participate in livestreamed sessions;**

   Parents and carers have received the Acceptable Use Agreement and are aware that livestreamed sessions may form part of the school's online learning provision.

- **there is clear agreed guidance on the involvement of and interaction with parents and carers during livestreaming;**

   The Acceptable Use Agreement, outlining expectations of interaction has been sent via ConnectEd to all parents and carers and is presented on the school website. The school guidance Acceptable Use Policy outlines clear expectations of professional behaviour expected of them at all times during any online interaction with parents.

- **information has been issued to parents and Carers by the school making clear what is acceptable student and parental engagement in, and behaviour with regard to, livestreaming;**

   The Acceptable Use Agreement outlines clear expectations of students' and parents' behaviour in regard to livestreaming.

- **livestreaming will not involve one to one contact with students;**

   Where staff feel that this is the most effective means of providing support for students and have consulted with Heads of Year / Directors of Learning or Senior Leaders, one to one sessions may be offered. The recommendation is to record any sessions.

- **livestreaming will take place during what would be normal student session times when the school premises are fully open;**

   Live streaming will only take place session time and may be extended to include tutoring to 5.30pm where agreed with individual students, parents and the SLT link for the tutorial provision in school.

- **students are clear about the behaviour expected of them during livestreamed sessions, e.g. taking turns to speak and not interrupting teachers or other students;**

   Expectations for student behaviour have been outlined in the Acceptable Use Agreement which all students have agreed. Students cannot access sessions without agreeing to abide by the conditions set.