

Crymlyn Primary School



Live-streaming and Video Conferencing: Safeguarding Principles and Practice

January 2021

Signed and Approved:

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Reviewed

January 2021

Introduction

Safeguarding is an integral principle of digital learning at Crymlyn Primary. The safety and welfare of pupils is paramount and takes precedence over all other considerations.

Through Hwb, the digital learning platform for Wales, our pupils, teaching and support staff have access to a range of online learning tools such as Microsoft Teams in [Microsoft Office 365](#). Using this application through Hwb provides an interactive experience and an opportunity to collaborate and engage in a safe and accessible way. The pupils in key stage 2 also use the Seesaw App with all pupils who have their own secure password. There are [practical guides](#) available regarding the implementation of Microsoft Teams to support staff using [Microsoft Teams](#) and a staff/parent step by step guide which is personal to the school. For more information on the range of tools available through Hwb to support digital learning please refer to the [Blended learning area on Hwb](#). This guidance provides information on how video-conferencing and live-streaming is used safely and securely at Crymlyn Primary School.

Background

- The school provides a range of digital learning with video conferencing/live-streaming scheduled for all pupils. This started with Year 1 – Year 6 and is now being built upon for all pupils.
- The Governing Body, the Headteacher and staff have full regard to national safeguarding guidance and local safeguarding policies when using video-conferencing or live-streaming.
- At Crymlyn Primary School all accountability is owned by the Headteacher and Governing Body, therefore this guidance must be observed alongside local authority guidance.

The Welsh Government recommends that:

- All video-conferencing or live-streamed lessons/sessions **should be carried out via Hwb** using Microsoft Teams, rather than an external provider, or the schools own implementation of Google/ Microsoft 365
- School staff use school issued device. School staff **should not** use their own personal equipment under any circumstances
- Due regard should be given to the considerations outlined in this guidance to ensure pupil's and all practitioners are appropriately protected and safeguarded.

What is video-conferencing?

Video-conferencing is a **synchronous approach** involving multiple parties with the option for each participant to turn on cameras and audio. It requires all participants to take part at the same time.

Possible uses

- Facilitate staff meetings.
- Where a physical meeting cannot be held such as conducting a well-being catch-up session or holding a SEN/ALN appointment.
- Deliver small group pastoral or teaching sessions.
- Deliver class lessons.
- Link two sites of synchronous learning, for example, two classrooms on different sites

Intended benefits

- Gives participants an opportunity for face-to-face contact in real time.
- Facilitates interactions.
- Positive impacts on learner engagement and well-being.
- Useful for keeping in contact with pupils.
- Feedback to pupils is instant and interactive.
- Useful in areas where access to particular courses or subjects is limited for geographical reasons.
- Enables support.
- Can be used to enable children and young people to keep in contact with their peers and engage in group learning, for example, discussions.

What is live-streaming?

Live-streaming events is an **asynchronous approach** involving a video flow from a broadcaster to viewers. Viewers cannot be seen or heard although there may be functionality to interact via typed messages. Live-streamed events can be watched live or can be accessed after it has been recorded.

Possible uses

- Deliver class lessons to pupils.
- Deliver chat sessions with pupils
- Deliver large-scale sessions or assemblies.
- Deliver webinars.

Benefits

- Live-streamed events offer flexibility as the lessons can be accessed at a time convenient to a learner and/or their family.
- It might be easier for parents/carers and pupils to manage at home.
- Although there is no verbal or visual interaction available to the viewer, if watching live, participants may be able to ask questions using the text box allowing for some interaction.

The differences between lessons and sessions

This guidance refers to video-conferencing and live-streaming lessons and sessions. For the purpose of this guidance:

- a **lesson** refers to the delivery of a classroom lesson – whether this is through video-conferencing or through a live-streamed event
- a **session** refers to instances outside of a typical lesson where there may be only one learner present such as a well-being catch-up session with a learner or a special educational need (SEN)/additional learning need (ALN) appointment.

Key principles – safeguarding at the core

- Whether pupils are at home or in the classroom, safeguarding and welfare of pupils is paramount and takes precedence over all other considerations.
- At all times you must continue to follow the school safeguarding policies. All issues relating to online safeguarding should be dealt with in the same way as face-to-face teaching or interactions.

- The schools policies for online safety, staff and learner well-being, safeguarding and distance learning, should reflect how video-conferencing and live-streaming will be carried out and monitored.
- Policies and procedures for reporting incidents of misuse must be followed at all times. As outlined in the [Keeping pupil's safe guidance](#), practitioners have a duty to report children at risk (including online abuse) under section 130 of the Social Services and Well-being (Wales) Act 2014.
- If you have any safeguarding concerns about a child, you should discuss these with the Designated Safeguarding Officer – Sian Jefford (DSP) for your school ensuring your concerns are reported as soon as possible.
- If for any reason you cannot contact the Designated Safeguarding Officer for your school, contact the Deputy Safeguarding Officers for your school – Karen Hughes, failing that contact the local authority Children's Services Team and Sam Jones, Safeguarding Officer for the Local Authority and report your concerns.
- If you think a child or young person is in immediate danger then contact the police on 999.
- For further advice on safeguarding at this time please visit the [Keeping children and young people safe page on the Welsh Government website](#) which provides information and advice on identifying abuse and supporting disclosure and reporting concerns. There are also links to information and resources to support well-being and prevent abuse.
- For further resources, guidance and information on keeping safe online, please visit the [Keeping safe online area of Hwb](#).

Safe practice when using video-conferencing and live-streaming

There are a number of key considerations to ensure safe and effective use of video-conferencing and live-streaming. These are set out below.

Initial considerations

To decide whether to use video-conferencing or a live-streaming event, education and other practitioners must consider:

- the purpose, benefits, limitations and appropriateness of a video-conferencing lesson or live-streaming lesson/session
- the appropriateness for all pupils based on their individual circumstances
- the availability of pupils, e.g. whether **all** pupils are available? Will some need to join or leave at different times?
- the number of pupils on a lesson or session
- the length and time of lessons and sessions, ensuring they are both appropriate for the pupils in question
- the connectivity and devices available to pupils and staff members.

Preparations

If it is determined that a video-conferencing or live-streaming lesson/session is suitable and appropriate for the practitioner and pupils the following should be undertaken as part of any preparations.

- Seek authorisation from your schools senior leadership team before video-conferencing or live-streaming lessons/sessions and let them know the planned timetable of all lessons/sessions.
- If you choose to use video-conferencing, ensure the lesson is planned in advance and sufficient notice should be given to pupils and parents and carers as required.
- Ensure appropriate use agreements are in place for all pupils involved in video-conferencing and live-streaming lessons/sessions and that these agreements are clearly communicated to pupils and shared with parents and carers. The agreement will set out clear expectations from all parties and identify actions that will be taken if the agreement is broken. Please refer to the example agreement for use with online classes (Appendix 1 - Home School Agreement).
- Maintain a central record of all online events alongside list of attendees through our Family Contact Form.
- Ensure all pupils have access to software applications (such as Microsoft Teams) required, this can be facilitated through the Hwb platform.
- Check all content is appropriate and for any tasks requiring online research, check the suitability of the websites prior to the lesson.
- Be mindful that if the lesson includes tasks, some pupils may require more time than others.
- Familiarise yourself with functions of Microsoft Teams and how to use the chosen tool effectively (more information is available in the Hwb Support Centre on [Microsoft Teams](#) and the staff/parent step by step guide provided by the school).

Location

If a practitioner is leading or a learner is joining a video-conferencing call or live-streaming call from home or remotely they should:

- choose a neutral location that is appropriate and safe, e.g. a living room, a study or a kitchen
- encourage pupil's to work from a suitable communal home location where they feel comfortable, preferably accompanied by their parent/carer
- reduce the possibility of the lesson being interrupted by other household members or pets.

Camera settings

- Carefully consider 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.
- Where possible, **it is recommended that practitioners and pupil's change their background as standard practice.**
- Be mindful that not all pupil's will want to switch their camera on – you should make turning the camera on optional.

Professional conduct

Practitioners should continue to work in the same professional manner as they would in the classroom. Practitioners should undertake the following.

- Adhere to professional standards of dress when in front of the camera.
- Be conscious that in an online environment remarks are being heard by a number of pupils and could be easily misconstrued.
- End the session for all participants, ensuring pupils are not left alone and unsupervised in a lesson/session the practitioner has left.
- Be mindful of the need for confidentiality; especially if live-streaming a lesson from a venue where other adults or children are present. (Appendix 2 – Staff Protocol).

Recording video-conferencing and live-streaming lessons and sessions

As a video-conferencing or live-stream recording constitutes personal data, you must comply with the school's data protection policies online safety, safeguarding, Internet usage, data protection/GDPR, ICT, ICT incident reporting, information security, IT security, PSN User Compliance, social media policies, EWG Guidance on Social Media.

If you intend on recording a lesson to share with pupils at a later date, this should be done as a live-streaming event asynchronous activity without pupil's being present in the recording.

Please note: any recordings must not be used for any teacher-evaluation purpose.

Learner behaviour and etiquette

Setting out acceptable behaviours and expectations from the outset is essential for ensuring an effective and orderly lesson or session.

Practitioners should undertake the following.

- Make parents/carers aware of the expected behaviours and requirements including location to join the lesson/session and appropriate dress.
- Clearly communicate that 'classroom standard' of behaviour is expected from all participants.
- Create and agree clear ground rules to reflect the standard of behaviour expected based on their existing school or setting behaviour management policy.
- Explain the rules at the introduction of the lesson/session, e.g. who can speak, how to ask a question or ask for help.
- If this is the first time that lessons/sessions are delivered online, it may take some time to become familiar with the new environment. Using the chat function will allow the structured engagement with attendees.
- Continue to remind pupils about agreed rules at the start of each lesson/session, and outline how they can raise concerns if required.

Further support and help

Everyone in education services who come into contact with children and young people and their families has a role to play in safeguarding. If a practitioner, member of staff or a learner experiences a problem involving video-conferencing or live-streaming you should treat it in the same way as any incident in a school or setting.

If you have any safeguarding concerns about a child, you should discuss these with the Designated Safeguarding Person for your school or setting ensuring your concerns are reported as soon as possible.

If for any reason you cannot contact the Designated Safeguarding Person for your school or setting, contact the local authority Children's Services Team or Safeguarding Officer for the Local Authority, Sam Jones and report your concerns.

Implementation at Crymlyn Primary

Microsoft Teams is used from Nursery to Year 6. Key Stage 2 have access to the Seesaw App. These are used in agreement with the Governing Body and Parents.

Crymlyn Primary School



Home School Agreement for our Online Sessions through Teams

Staff will:

- I will discuss roles and responsibilities with pupils at the outset of all lessons/sessions
- I will notify the Headteacher, pupils and parents/carers of any scheduled lessons/sessions, cancelled lessons/sessions or changes in arrangements
- I will ensure that I keep myself up-to-date with all relevant policies and procedures
- I will prevent a one-to-one situation at the end of an online class by disconnecting all participants at the close of the lesson/session

Pupils / Parents will:

- I will be punctual for all sessions
- I will access the relevant files for each lesson/session in advance and have the materials to hand where needed
- I will have a notepad/paper/pens/pencils ready in preparation for the lesson/session where needed
- I will make sure all power adaptors and laptops are ready before the lesson/session begins and are logged into the lesson/session
- I will show respect for everyone in the online classroom as I would in the school classroom
- I will dress appropriately for all lessons/sessions
- I will ensure the room I log in from is appropriate
- I will contribute to the lesson/session in a positive manner and not be disruptive or rude at any time
- I will not share images/pictures of the session or lesson

Crymlyn Primary School



Protocol for Staff Conduct – Online learning and online Teams meetings

- Staff must ensure a professional manner is maintained at all times (including appropriate appearance).
- Staff must use a suitable background or a blurred background. The natural background in the home without artificial Teams background being applied. A wall background is most suitable. The background should be without personal or unsuitable materials being displayed.
- One-to-one sessions are not permitted.
- Links to online lessons must not be shared via email, social media or messaging apps.
- If streaming from home, staff must ensure that any other members of the household are aware of the sessions and are not present during live lessons/staff meetings.
- Home school agreement for online learning issued to staff, parents and pupils.
- Staff will ensure they have read all relevant policies relating to ICT and GDPR.
- Staff will notify the Head teacher of all online scheduled lessons/sessions or any changes to arrangements.

Would you please email JeffordS1@hwbcymru.net stating your name, date and that the protocol has been received and read.