

Additional guidance for staff who choose to take part in live-streaming and/or video conferencing.

This guidance provides information on how video-conferencing and live-streaming can be used safely and securely for lessons and sessions if teachers choose to use them.

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.

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 include:

- 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 or within the same building.

Intended benefits include:

- 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 learners.
- Feedback to learners is instant and interactive.
- Useful in areas where access to courses or subjects is limited for geographical reasons.
- Enables individualised support.
- Can be used to enable children and young people to keep in contact with their peer learners 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's been recorded. Possible uses include:

- Deliver class lessons to learners or provide recordings of events that some learners could not attend.
- Deliver large-scale lectures or assemblies, or webinars.

Intended benefits include:

- Live streamed events offer flexibility as the pre-recorded explanations or lessons can be accessed at a time convenient to a learner and/or their family.
- It might be easier for parents/carers and learners 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 comments.

MACS protocol for live streaming and video conferencing

MACS is committed to ensuring the safety and wellbeing of all staff and learners and this guidance has been introduced to provide clarity and security. Complete information can be found within the [Safeguarding Principles and Practice](#) produced by Welsh Government (last update January 2021). Teaching Staff will not contact learners directly through private accounts, private email addresses or via social media, such as Instagram, Snapchat or WhatsApp. Any video-conferencing or live-streamed lessons/sessions will be carried out using Google Meet or Microsoft Teams, all learners have access to this via the school's G-Suite for Education or Hwb.

The points below are set out to ensure the safety of both learners and staff while engaging in online teaching:

- Any live-streaming of lessons will be on a voluntary basis – staff will not be directed to undertake live streaming of lessons and no recordings will be used for teacher-evaluation purposes.
- Where a member of staff is delivering a session from school or at home to learners off site then having two members of staff online or physically present is preferable. However, as of updated Welsh Government guidance (Jan 2021) if this cannot be managed then one staff member alone can conduct a live session but this must be recorded for safeguarding purposes. Please note that if pupils are present in the recording then this cannot be uploaded for future use by others so there may be instances when pre-recorded material is more appropriate.
- Teachers will ensure that all the learners they are teaching know how to access the remote learning content.
- To prevent disruption to lessons, teachers will only allow access to the session to authorised account holders (i.e. those with a valid MACS username/email address).
- Teachers will ensure any teaching they deliver is from a neutral location.
- Learners should use the blurred background facility available on Google Meet/Microsoft Teams.
- Learners clothing, language and behaviour should be appropriate to a teaching and learning context.
- Learners should be encouraged to be in a social space, preferably accompanied by their parent/carer or other adult and ensure that the background is free of inappropriate/personal items.
- All school rules still apply in an online context.
- Lessons will be kept as short as possible and be used to give a brief overview of the topics that need to be covered in each time period.
- Learners should be aware of material that may be visible in the background and should avoid revealing personal information or other sensitive data inadvertently.
- Learners must ensure that they are appropriately dressed and there is nothing sensitive or offensive in nature that might be visible in the background.
- Learners may not record teaching sessions or publish these on any external platform.
- Learners must be punctual for all video-conferencing lessons/sessions.
- Learners must access the relevant files for each lesson/session in advance and have the materials to hand.
- Learners must make sure they have all power adaptors and laptops ready before the lesson/session begins and are logged into the lesson/session.
- Learners should show respect for everyone in the online classroom.
- When using Google Meet or Microsoft Teams, teachers must ensure that they have the most secure settings in place. Specifically, a form of 'waiting room' must be enabled to avoid unnecessary one-to-one contact with pupils. To record sessions using Meet/Teams, teachers must ensure they manually trigger the lesson recording.
- At the end of any synchronous sessions, care should be taken to ensure all learners have left before staff leave. This way staff will ensure that they are not facilitating an environment where learners are alone and unsupervised in an online room which has been created by them.
- Teachers should be aware of material that may be visible in the background and should avoid revealing personal information or other sensitive data inadvertently. This is also the case when sharing their screen.
- Teachers must keep a log of anything that goes wrong. If they have any concerns, they should self-disclose these to the Child Protection Officer.
- Teachers must contact the Child Protection Officer if any safeguarding concerns arise through remote learning.

Working with parents and carers

Parents/carers will need to provide consent to the online teaching arrangements provided by Mountain Ash Comprehensive School via an online form (please see link below). **This must be completed before your child will be allowed access to any online lessons that teachers choose to offer.**

Online consent form: <https://forms.gle/gbJ78YFMugcb4dvq6>

Reporting concerns – information for pupils and parents

Every employee at Mountain Ash Comprehensive School is still under a general legal duty to protect children from abuse; to be able to identify welfare concerns among pupils; to identify pupils who need additional support; to be aware of the school's child protection procedures; to keep a record of any significant event, complaint, or conversation; to report any matters of concern relating to a pupil to the school safeguarding lead immediately.

If any concerns need to be raised this must be brought to the attention of the school immediately. This can be done via email to admin.macs@rctcbc.gov.uk or telephone during normal school hours.