

Live/Pre-recorded Online Learning Policy

EMERSONS GREEN PRIMARY SCHOOL



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Statement of intent

At Emersons Green Primary, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online lessons where required.

Through the implementation of this policy, we aim to address the key concerns associated with live/pre-recorded online lessons, such as: systems and technology, safeguarding, conduct, and accessibility.

This policy aims to:

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Protect pupils and staff from the risks associated with using an online lesson platform through the internet.
- Ensure staff and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during live/pre-recorded online lessons.
- Ensure all pupils have the provisions required to take part in live/pre-recorded online lessons.
- Ensure staff are supported and able to provide live/pre recorded online lessons through training, resources and leadership guidance and supervision.

Equality Statement

At Emersons Green Primary School we are committed to ensuring equality and opportunity to all members of our school community. In regard to safeguarding, the school always aims to ensure that no one is treated less favourably than anyone else. The Equality Act 2010 defines these responsibilities. In regard to this, this Live Learning/pre-recording Policy, including all of its procedures and systems will have due regard to:

- Eliminating discrimination and other conduct prohibited by the Equality Act
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Be aware of this duty to have due regard when making decisions or taking action in order to assess whether that action will have implications for people with protected characteristics
- Consider equality implications before and at the time that this policy is developed and reviewed and keep these implications under review on a regular basis

It is unlawful to discriminate in the following areas, termed protective characteristics. (all Safeguarding policies, procedures, systems and actions must take this into account):

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or Belief
- Sexual orientation

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2020) 'School attendance: guidance for schools'
- DfE (2020) 'Remote education good practice'

1.2. This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy
- Accessibility Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Attendance and Absence Policy
- Online Safety Policy
- Staff Code of Conduct
- ICT Acceptable Use Policy
- Technology Acceptable Use Agreement – Pupils
- Technology Acceptable Use Agreement – Staff
- Data and E-security Breach Prevention and Management Plan
- Pupil Remote Learning Policy

2. Roles and responsibilities

2.1. The **Governing Board** is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the headteacher.
- Ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.

2.2. The **Headteacher** is responsible for:

- Ensuring staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with live/pre-recorded online lessons.
- Ensuring that there are arrangements in place for monitoring incidents associated with live/pre-recorded online lessons.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the governing board and communicating any changes to staff, parents and pupils.
- Arranging any additional training staff may require to support pupils with live/pre-recorded online lessons.
- Ensuring that the live/pre-recorded online lesson provision expected from staff is accessible to staff with additional needs which may be impacted by the online format, e.g. staff who are visually impaired.
- Conducting weekly reviews of the live/pre-recorded online lesson arrangements to ensure pupils' education does not suffer.
- Ensuring, in collaboration with the governing board, that the school's live/pre-recorded online lesson arrangements follow the legal obligations regarding remote education, as outlined in the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction, and the school's Pupil Remote Learning Policy.

2.3. Staff members are responsible for:

- Adhering to this policy at all times during periods of live/pre-recorded online lesson usage.
- Reporting any safeguarding incidents and concerns to the DSL and asking for guidance as appropriate.
- Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any defects on school-owned equipment used for live/pre-recorded online lessons to the Computing lead/CSET
- Adhering to the Staff Code of Conduct at all times.

2.4. The SEND team are responsible for:

- Liaising with the Computing Lead/CSET to ensure that the technology used for live/pre-recorded online lessons is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met during live/pre-recorded online lessons, and liaising with the headteacher and other organisations to make any alternate arrangements for pupils with EHC plans and IHPs.

- Identifying the level of support or intervention that is required while pupils with SEND take part in live/pre-recorded online lessons.
 - Ensuring that the live/pre-recorded online lesson provision put in place for pupils with SEND is monitored for its effectiveness while remote learning is undertaken.
- 2.5. The DSL is responsible for:
- Attending and arranging, where necessary, any safeguarding meetings regarding live/pre-recorded online lessons.
 - Liaising with the computing lead/CSET to ensure that all technology used for live/pre-recorded online lessons is suitable for its purpose and will protect pupils online.
 - Identifying vulnerable pupils who may be at risk if they take part in live/pre-recorded online lessons.
 - Ensuring that child protection plans are enforced if vulnerable pupils take part in live/pre-recorded online lessons.
 - Identifying the level of support or intervention required while pupils take part in live/pre-recorded online lessons and ensuring appropriate measures are in place.
 - Assisting teachers with all live/pre-recorded online lesson planning to ensure the correct safeguarding measures are in place.
- 2.6. The SBM is responsible for liaising with CSET to:
- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
 - Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
 - Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.
 - Overseeing that any ICT equipment used for remote learning is resilient and can efficiently recover lost data.

3. Systems and technology

- 3.1. Staff will be told to only download software for live/pre-recorded online lessons from a trusted source, e.g. Apple App Store, Google Play or the provider's official website.
- 3.2. [Google Classroom](#) will be used for live/pre-recorded online lessons, due to its ease of use, privacy measures and suitability for the purposes of live/pre-recorded online lessons. This is giving reference to government-approved resources, e.g. from the [National Cyber Security Centre \(NCSC\)](#) and from the [UK Safer Internet Centre](#).
- 3.3. Teachers will review the DfE's list of [online education resources](#) and utilise these resources as appropriate.

- 3.4. Staff will ensure their live/pre-recorded online lesson service account (Google Classroom) is protected with a strong password, and will not autosave their password on any device.
- 3.5. Staff will ensure they test and understand the service before conducting their first live/pre-recorded online lesson using the 'test' function, where applicable.
- 3.6. Staff will ensure they understand how to mute the microphone and how to turn off their camera on their device before their first live/pre-recorded online lesson.

4. Safeguarding

- 4.1. Staff will always have due regard for the school's Child Protection and Safeguarding Policy whilst conducting live/pre-recorded online lessons.
- 4.2. The planning of live lessons will always be carried out in conjunction with the school's DSL.
- 4.3. The school will ensure the system used for live/pre-recorded online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson.
- 4.4. Pupils will be reminded not to share private information through the live/pre-recorded online lesson system by the teacher.
- 4.5. The teacher will remind pupils not to respond to contact requests from people they do not know when using systems for live/pre-recorded online lessons.
- 4.6. Pupils will be informed of the appropriate ways of reporting should they see or hear anything inappropriate during live/pre-recorded online lessons.
- 4.7. Staff will ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords will not be published publicly.
- 4.8. Support staff will be on hand to supervise and handle any sudden changes or developments.
- 4.9. Staff will be reminded of their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with the school's Child Protection and Safeguarding Policy.
- 4.10. The school will ensure that parents know what pupils are expected to do for a live/pre-recorded online lesson.
- 4.11. The school will communicate the importance of online safety to parents, and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. The school will inform parents of the [government-approved resources](#) on child online safety to support parents further.

5. Personal data

- 5.1. Staff will have due regard for the school's Data Protection Policy at all times whilst conducting live/pre-recorded online lessons.
- 5.2. The school will obtain consent from parents to conduct any live/pre-recorded online lessons via letter.
- 5.3. The school will communicate the details of how to access the live/pre-recorded online lesson and any additional information regarding online learning to parents and pupils via Google Classroom.
- 5.4. The school will not share any images or identifying information about any pupil may be used during the live/pre-recorded online lesson, e.g. by using video conferencing.

6. Pupil conduct

- 6.1. The school will remind pupils of appropriate learning behaviour to ensure they understand their responsibilities with regards to conduct during live/pre-recorded online lessons.
- 6.2. The school will remind pupils of the Technology Acceptable Use Agreement – Pupils prior to taking part in live/pre-recorded online lessons.
- 6.3. Pupils will be reminded that they must mute microphones and turn cameras off before joining the lesson and only turn them on if asked to by the class teacher.
- 6.4. Pupils and parents will be provided with a copy of the Pupil Remote Learning Policy and will be expected to adhere to the measures outlined within it.
- 6.5. Pupils will be reminded not to record live/pre-recorded online lessons on their devices.
- 6.6. Pupils will be reminded to adhere to the school's Behaviour Policy at all times during live/pre-recorded online lessons, as they would during a normal school day.
- 6.7. The school will ensure that any pupils who breach the code of conduct will be disciplined in line with the school's Behaviour Policy.

7. Staff conduct

- 7.1. Staff will be aware of the requirements set out in the Staff Code of Conduct and will ensure they understand their responsibilities with regard to conduct during live/pre-recorded online lessons.
- 7.2. The school will ensure that staff are aware of the ICT Acceptable Use Agreement – Staff prior to commencing live/pre-recorded online lessons.
- 7.3. Staff will only use Google Classroom to communicate with pupils when conducting live/pre-recorded online lessons.

- 7.4. Staff will only use school-owned devices for conducting live/pre-recorded online lessons, where possible.
- 7.5. Staff will not share personal information whilst conducting live/pre-recorded online lessons.
- 7.6. Staff will ensure they conduct their live/pre-recorded online lesson from an appropriate location – either the classroom, or if this is not possible, from a quiet area in the school.
- 7.7. Staff will communicate with pupils within school hours as far as possible (or within hours agreed with the school to suit the needs of staff).
- 7.8. Staff will only communicate and conduct live/pre-recorded online lessons through Google Classroom.
- 7.9. Staff will not commence online lessons until at least one other member of staff is in the live lesson 'room', and not without confirmation that at least one other colleague is aware that the live/pre-recorded online lesson is taking place.
- 7.10. Staff will log any 'incidents/issues' that arise during live/pre-recorded online lessons on CPOMS.

8. Parent Conduct

- 8.1 When children are attending a live lesson, parents will ensure:
 - They monitor their child while their child takes part in live learning. Children can become upset or provide support during live lessons, for example if technology does not work properly - staff who are leading these lessons will not be able to support individual children who are not in the classroom.
 - No one will record the live lessons or pre-recorded videos. Google Classroom should not allow this, but parents/carers must not record on other devices e.g. mobile phones.
 - They will not share live lessons links outside of Google Classroom. The only person who should be logging into and taking part in a live lesson is a child from that class, being supported by a parent/carer.
- 8.2 When recording lessons to be posted online (for example sharing on Google Classroom), parents will ensure that all videos contain no content that is unsafe, for example, language or images.

9. Pupils with SEND

- 9.1. The school will ensure pupils with SEND receive any additional support with live/pre-recorded online lessons where needed, e.g. from an additional member of staff within the live/pre-recorded online lesson via phone call.

- 9.2. Staff will be sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live/pre-recorded online lessons.
- 9.3. The SLT, SENCO and relevant teacher will consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND.
- 9.4. Additional measures will be considered for pupils with SEND to mitigate the risk of pupils falling behind their peers in terms of education, e.g. text transcripts being used in video lessons.

10. Monitoring and review

- 10.1. The headteacher, SENCO and DSL will review the measures outlined in this policy weekly to ensure it reflects the most up-to-date circumstances of the school's online learning provision.
- 10.2. The headteacher and governing board will schedule a review of the effectiveness of this policy annually.
- 10.3. Any changes to this policy will be communicated to relevant stakeholders, including parents and teachers.