

St Brides Major CW Primary School



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Online Learning Policy

Synchronous and Asynchronous learning at St Brides Major C/W Primary

[The Stay Safe. Stay Learning – Supporting the education system guidance](#) outlines the steps headteachers and senior leaders should plan to ensure routine contact with learners. The Headteacher, SLT and governing body at St Brides Major C/W Primary have made their decisions in the light of this Welsh government guidance.

- a. [Asynchronous approaches](#) provide greater flexibility and can be easier for parents/carers and learners to manage at home providing greater equality of access for learners. At St Brides Major this will be the **main** approach considered for distance learning.
- b. On occasions, [synchronous approaches](#) such as live video streaming may be practical and appropriate in certain circumstances, particularly with older pupils. At St Brides Major our main purpose will '**check in with pupils**'. Any instructional teaching or modelling of lessons can for the most part be achieved on pre-recorded videos/Powerpoints.
- c. The school will use Microsoft Teams via Hwb to provide an interactive live stream experience and an opportunity to collaborate in a safe and accessible way.
- d. For any live streaming experience, the teacher will utilise a school issued device and deliver the lesson/feedback in the classroom with another staff member present.

Key principles – Safeguarding at the core

- a. Safeguarding and welfare of learners is paramount and takes precedence over all other considerations.
- b. At all times staff should continue to follow the school's safeguarding policies. All issues relating to online safeguarding should be dealt with in the same way as face-to-face teaching.
- c. Schools' online safety policies, staff and learners' well-being, safeguarding and distance learning policies should reflect how live-streaming will be carried out and monitored. Please also refer to the [360 degree safe Cymru tool](#) on Hwb.
- d. Policies and procedures for reporting incidents of misuse must be followed at all times. As outlined in the [Keeping learners safe](#) guidance, teachers have a duty to report children at risk (including online abuse) under section 130 of the Social Services and Well-being (Wales) Act 2014.
- e. If you have any safeguarding concerns about a child, you should discuss these

with the Designated / Deputy Senior Person for Child Protection for your school ensuring your concerns are reported as soon as possible.

- f. If for any reason you cannot contact the Designated / Deputy Senior Person for Child Protection for your school, contact the local authority Children's Services Team and report your concerns.
- g. If you think a child or young person is in immediate danger then contact the police on 999.

Key considerations – Safe practice when live-streaming

Planning will be critical to ensuring a safe and successful live-streaming lesson. Education practitioners must undertake the following.

- a. Consider availability of learners, e.g. will **all** learners be available, will some need to join or leave at different times? It is recommended that the number of learners on the session is considered.
- b. Ensure the length of live-streamed lessons are short and appropriate for your learners.
- c. If there is likely to be inequality of access due to connectivity issues, hardware issues, caring for siblings or any other reason, you may wish to consider alternative feedback formats for some pupils.
- d. Ensure the lesson is planned in advance and sufficient notice should be given to learners and parents/carers as required.
- e. Seek authorisation from your school's senior leadership team to live stream lessons and let them know the planned timetable of all lessons.
- f. Check all content is appropriate and for any tasks requiring online research, check the suitability of the websites prior to the lesson.
- g. You should ensure that all learners have access to software applications required, this can be facilitated through the Hwb platform.
- h. Be mindful that if the lesson includes tasks, some learners may require more time than others.
- i. Ensure appropriate user agreements are in place for all learners involved in live- streaming lessons.
- j. Familiarise yourself with features of Microsoft Teams and how to use it effectively (more information in the Hwb Support Centre).
- k. Encourage learners to work from a suitable shared home location where they feel comfortable, accompanied by their parent/carer where possible.
- l. The use of a headset with microphone (like those available with many mobile phones) is recommended for audio clarity.

Professional conduct

Any live-streaming should be done on a voluntary basis and education practitioners choosing to live stream should continue to work in the same professional manner as they would in the classroom. Education practitioners should undertake the following.

- a. Adhere to professional standards of dress when in front of the camera.
- b. Do not have one-to-one live-streaming lessons with learners.
- c. Be conscious that in an online environment remarks are being heard by a number of learners and could be easily misconstrued.
- d. Ensure they end the session for all participants, ensuring learners are not left alone and unsupervised in a session the teacher has left.
- e. Be mindful of the need for confidentiality; especially if you are live-streaming a lesson from a venue where other adults or children are present.

Recording live-streaming sessions

As a live-stream recording constitutes personal data, you must comply with your school's data protection policies and GDPR regulations.

If you intend on recording a lesson to share with learners at a later date, this should be done as an asynchronous activity without learners being present in the recording.

Please note: any recordings/live streams will not be used for any teacher evaluation purposes.

Conduct

When working with children and young people you should clearly set out acceptable behaviours and expectations at the beginning of each session.

Education practitioners should undertake the following.

Learners agree to:

- Be punctual for all sessions
- If possible wear headsets throughout the meeting.
- Respect the 'Five finger Rules' during the session.
- Ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy, etc.

- Not share images of the class or record the session on another device.
- Leave the online lesson promptly at the end of the session.

Parents & carers agree to:

- Go through the learner conduct with your child.
- Ensure children are ready for the session by helping them to log in but then the adults should remove themselves.
- Allow children to work in a suitable environment as far as is possible.
- Not to interrupt online sessions at any time.
- Respect the privacy and confidentiality of all learners and staff in the online sessions.
- Not to record or share any images or sound from the sessions taking place.
- If a child has any concern about the session they should tell their class teacher, or a parent/carer who can address in line with the appropriate school policy.
- Any safeguarding concerns should be reported to Mr Mottram, Designated Safeguarding Lead or one of the Deputy Designated Safeguarding officers in line with our 'Child Protection Policy'.

Frequently asked questions

What do I do if a learner joins the class from an inappropriate location?

Ideally learners would log into the class from a public area in their home. In some circumstances this may place an unreasonable burden on family spaces.

Staff should assess each situation and discuss with their Designated Senior Person for Child Protection or their Headteacher if they are uncomfortable with the location(s) learners are logging in from.

A learner speaks or behaves inappropriately in a live-streaming lesson – how do I react?

All the normal standards of behaviour apply in the online classroom. Although learners will not be in a classroom environment, where possible, issues should be dealt with in the same way as they would have been if the incident had taken place in a normal classroom environment. Seek advice from your school's senior leadership team if required.

A learner shares something inappropriate on their screen – what do I do?

Teachers can remove learners if behaving inappropriately. To **remove** someone, open the **participant** list and click the X beside the name of the person you want to **remove**.

If something inappropriate is shared on the screen, teachers should end the session as soon as possible and raise the issue with the Designated Senior Person for Child Protection. All learners in the room can then be contacted as soon as possible after the event to inform them of what happened, and what the arrangements are for future classes.

As per safeguarding guidelines, the education practitioner must write a full account and record in the usual way.

What do I do if learners log on to the lesson dressed inappropriately?

This should be dealt with in the same way as it would be in a face-to-face classroom setting and also comply with rules agreed (Appendix 2).

A learner asks for a one-to-one online chat about a serious issue that is concerning them. What is the protocol for that?

Staff should avoid a one-to-one situation with a learner online. Where a learner needs to discuss a serious issue, an arrangement can be made for another time online with two members of staff present in the meeting. If a learner refuses to have another person present then the teacher must refer the matter to the DSP.

Online Learning Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date action completed
Not all pupils can access live streaming – due to devices	Pupils will miss out on virtual face to face contact	By using Teams, the app can be loaded on all devices (including phones, Ipads, tablets and PC's) Devices have been loaned out to families who have contacted school requesting one	Information has been shared with parents as to how to download the app and access Teams	DM	Jan 2021
Pupils are able to start a meeting and remain in a meeting unsupervised	Pupils are exposed to inappropriate content or discussions	By editing the 'Who can bypass the lobby' function only staff can start the meeting. 'End Meeting for All' ensures the session finishes for <u>all</u> pupils.	How to video guides have been shared with staff via Google Classroom	Class Teachers	Jan 2021
Staff in a vulnerable position, alone online with a pupil	Staff are placed in a vulnerable position 1:1 online	No session should be started without two members of staff being present, OR No session should be started without more than one pupil being present.	Information has been shared with parents.	DM	Jan 2021
Pupils behaviour is inappropriate	Pupils are exposed to inappropriate content or discussions	Pupils have been notified of the acceptable use agreement and should be reminded of the behaviour expected at the beginning of each session. If the teacher is uncomfortable with any behaviour, or feels they cannot control the session, it should be stopped immediately and	Information has been shared with parents/pupils. DM would follow this up by contacting pupils and parents	DM	Jan 2021

		DM contacted straight away			
Parent behaviour is inappropriate	Staff and/or Pupils are exposed to inappropriate language, content or discussions	<p>Parents and pupils have been notified of the acceptable use and should be reminded of the behaviour expected at the beginning of each session.</p> <p>If the teacher is uncomfortable with any behaviour, or feels they cannot control the session, it should be stopped immediately and DM contacted straight away</p>	<p>Information has been shared with parents/pupils.</p> <p>DM would follow this up by contacting pupils and parents</p>	DM	Jan 2021
Staff behaviour/teaching is commented on	Staff reputation is damaged by parent comments	<p>Parents and pupils have been notified of acceptable use agreement and should be reminded of the behaviour expected at the beginning of each session. It has been made clear that parents are able to listen to sessions only, without commenting. If the teacher is uncomfortable with any behaviour, or feels they cannot control the session, it should be stopped immediately and DM contacted straight away</p>	<p>Information has been shared with parents/pupils in the acceptable use agreement</p> <p>DM would follow this up by contacting pupils and parents</p>	DM	Jan 2021
Someone from outside the organisation gaining access to the session	Pupils and/or Staff are exposed to inappropriate language, content or discussions	<p>By using the Teams app, only those within the Team will be able to Join the session.</p> <p>By editing the 'Who can bypass the lobby' function only staff can start the meeting, this gives control over who is able to attend</p> <p>'End Meeting for All' ensures the session finishes for <u>all</u> pupils.</p>	<p>If an unknown person gained access to the meeting it would be stopped immediately and the incident reported to DM straight away</p>	DM	Jan 2021

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