



Hallam Fields Junior School

Live Online Lesson Policy

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Statement of intent

At Hallam Fields Junior School, we understand the need to continually deliver high-quality education. 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 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 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 online lessons.
- Ensure all pupils have the provisions required to take part in live online lessons.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

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)
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2019) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2019) 'School attendance'

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

- GDPR & Data Protection Policy
- Child Protection and Safeguarding Policy
- Behaviour Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Online Safety Policy
- Staff Code of Conduct
- Acceptable use of IT, internet and electronic communication policy
- Retention 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**.

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 online lessons.
- Ensuring that there are arrangements in place for monitoring incidents associated with live 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 online lessons.
- Conducting **weekly** reviews of the live online lesson arrangements to ensure pupils' education does not suffer.

2.3. Staff members are responsible for:

- Adhering to this policy at all times during periods of live 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 online lessons to the **ICT technician**.
- Adhering to the **Staff Code of Conduct** at all times.

2.4. The **SENCO** is responsible for:

- Liaising with the **ICT technician** to ensure that the technology used for live 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 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 online lessons.
- Ensuring that the live 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 online lessons.
- Liaising with the **ICT technician** to ensure that all technology used for live 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 online lessons.
- Ensuring that child protection plans are enforced if vulnerable pupils take part in live online lessons.
- Identifying the level of support or intervention required while pupils take part in live online lessons and ensuring appropriate measures are in place.
- Assisting teachers with all live online lesson planning to ensure the correct safeguarding measures are in place.

3. Systems and technology

- 3.1. Staff will be told to only download software for live online lessons from a trusted source, e.g. Apple App Store, Google Play or the provider's official website.
- 3.2. The **Headteacher & SLT** will research the best provider to use for live online lessons, taking into account ease of use, privacy measures and suitability for the purposes of live online lessons.
- 3.3. Staff will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 3.4. Staff will ensure their live online lesson service account 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 online lesson using the 'test' function, where applicable.
- 3.6. Staff will ensure they understand how to mute the microphone and turn off their camera on their device before their first live online lesson.
- 3.7. The **ICT subject lead / Headteacher** will teach staff what features are available to them through the school's chosen live online lesson system, e.g. recording calls, sharing files or screensharing.
- 3.8. The school will ensure all pupils due to attend live online lessons have access to equipment (where possible) that will enable them to participate, e.g. a laptop and internet access, to ensure they do not fall behind their peers who do have access.
- 3.9. Staff will ensure streaming and online chat functions are disabled for pupils and that meetings have a password set only sent to those attending shortly before.

4. Safeguarding

- 4.1. Staff will always have due regard for the school's **Child Protection and Safeguarding Policy** whilst conducting live 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 online lessons does not have a minimum age requirement above the age bracket of pupils attending the lesson, or the educational version is used e.g. Zoom for Education.
- 4.4. Pupils will be reminded not to share private information through the live online lesson system by the **teacher**.
- 4.5. The **teacher** will remind pupils will not to respond to contact requests from people they do not know when using systems for live online lessons.
- 4.6. Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons, via **seesaw to their class teacher**. Pupils will be provided with the **email address** of the Headteacher / **DSL** to report any concerns.
- 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, they should be sent via seesaw or email NOT on class blogs.
- 4.8. Support staff will be on hand to supervise and handle any sudden changes or developments, such disputes between pupils, that may occur during the live online lesson.
- 4.9. Staff will be reminded of their safeguarding obligations and they will report any incidents or potential concerns to the DSL in line with the school's **Child Protection and Safeguarding Policy**.

5. Personal data

- 5.1. Staff will have due regard for the school's GDPR & **Data Protection Policy** at all times whilst conducting live online lessons.
- 5.2. The school will obtain consent from parents to conduct any live online lessons via **letter**.
- 5.3. The school will communicate the details of how to access the live online lesson and any additional information regarding online learning to parents and pupils via **seesaw**.
- 5.4. The school will use consent from parents if any images or identifying information about any pupil may be used during the live online lesson, e.g. by using video conferencing, via **annual use of photograph forms**.
- 5.5. The school will provide a link to a passworded session for children to access lives sessions. This will ensure no personal email addresses or usernames are used by pupils.

- 5.6. Staff will ensure data is only transferred between devices if it is necessary to do so for the purposes of live online lessons, e.g. to report anything serious that has taken place during the online lesson.
- 5.7. Any data transferred between devices will be suitably encrypted. Where this is not possible, other data protection measures will be in place, such as using initials of pupils instead of full names.
- 5.8. When recording a live lesson is necessary, prior permission will be acquired from parents in writing via **email** and all members of the live lesson will be notified before the lesson commences via **seesaw**, and again once they have joined the live online lesson.

6. Pupil conduct

- 6.1. The class teacher will discuss with the children how they need to behave prior to or during the first session. Children should understand their responsibilities with regards to conduct during live online lessons.
- 6.2. Clear rules should be shared about behaving in the same way as they would in the classroom.
- 6.3. Pupils will be reminded that they should not be taking part in live online lessons if they are in an inappropriate setting, e.g. a bedroom.
- 6.4. Pupils will be reminded not to record live online lessons on their devices.
- 6.5. Pupils will be reminded not to speak during live online lessons unless they are prompted to do so or have a question about the lesson, pupils will be muted on entry and requested to raise hand / leave a question.
- 6.6. Pupils will be reminded to adhere to the school's **Behaviour Policy** at all times during live 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 required to re-read the **Staff Code of Conduct** prior to carrying out live online lessons to ensure they understand their responsibilities with regards to conduct during live online lessons.
- 7.2. The school will ensure that staff are issued with a copy of the acceptable use of IT, the internet and electronic communication policy prior to commencing live online lessons. It is the responsibility of staff to read this and raise any question or concerns with a member of SLT.
- 7.3. Staff will only use school-provided email addresses and phone numbers (unless blocked number) to communicate with pupils when conducting live online lessons and not individually.

- 7.4. Staff will only use school-owned devices for conducting live online lessons, where possible.
- 7.5. Staff will not share personal information whilst conducting live online lessons.
- 7.6. Staff will conduct live online lessons with appropriate surroundings, e.g. sitting somewhere with a neutral background in a living space.
- 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 online lessons through channels approved by the **SLT**.
- 7.9. Staff will not commence online lessons until at least one other member of staff is in the live lesson 'room', and never without confirmation that at least one other colleague is aware that the live online lesson is taking place. If a teaching assistant is not available to be online at the same time a member of SLT should be informed, where possible another member of staff will be allocated.
- 7.10. Staff will keep a log of everything that happens during live online lessons and ensure it is properly documented in line with the school's Retention Policy.

8. Pupils with SEND

- 8.1. The school will ensure pupils with SEND receive any additional support with live online lessons where needed. This may be via a separate session with class teacher and teaching assistant.
- 8.2. Staff will be sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live online lessons.
- 8.3. The **SLT, teacher** and **SENCO** will consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND if parents are present in the room.
- 8.4. 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.

9. Monitoring and review

- 9.1. 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.
- 9.2. The **headteacher** and **governing board** will schedule a review of the effectiveness of this policy **annually**.
- 9.3. Any changes to this policy will be communicated to relevant stakeholders, including parents and teachers.

9.4. The next scheduled review date of this policy is **September 2021**.