

Live teaching and other live school sessions protocol

Introduction and purpose

The purpose of this protocol is to provide guidance for teachers using Trust approved platforms to speak to students live, including for example delivering live lessons, live streaming lessons from the classroom to students at home, leading live online conferences, having a meeting with a student and their parents, running a small live group session online. This protocol should be read alongside the following:

- Remote Education Policy
- Remote Education Guidance
- Remote Education Agreement
- Child Protection and Safeguarding Policy
- Online Safety – staff guidance
- Online Safety for students and parents
- Boston West Academy Google Meet protocols

When should a lesson be taught live?

Online lessons may be pre-recorded, or they may be delivered live. Whenever possible and reasonably practical, lessons should be taught live via Microsoft Teams and/or Google classrooms, the Anthem-approved remote education platforms. Wherever possible and reasonable practical these lessons should be delivered by the designated class teacher as per each student's timetable.

Live teaching must only be delivered if the following criteria can be met:

- It has to be safe
- It has to be inclusive
- It has to be the most effective approach to the learning

Live teaching should only be considered once basic access to lesson resources for all relevant students is in place. This includes:

- Access to carefully planned lessons which follow a clear curriculum sequence and lesson structure.
- Access to lesson videos (either recorded by the school or carefully selected by teachers as part of a clear curriculum sequence).
- Access to lessons and resources which are appropriately differentiated to be accessible for all students.
- Access to meaningful and interactive assignments in a range of subjects which encourage students to think hard about lesson content.
- Access to lessons which are planned responsively based on data gathered from assignments and quizzes.
- Access to an appropriate number of lessons each day.
- Access to appropriate training and technical support for staff.
- Agreements and protocols established in accordance with this guidance and linked policies.

Where lessons are delivered live, this protocol must be followed.

Guidelines for live teaching and all other live school sessions

Platforms: Teachers should only use the Anthem-approved remote education platforms which are Google Classrooms and Microsoft Teams.

Location and background (from school): When live streaming a class from school to other students at home teachers should ensure the webcam is directed only at the teacher(s) and the board and not other students in the classroom.

Location and background (from home): Teaching from home is different from teaching in the classroom. Teachers at home should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or conducting an online meeting consider what will be in the background or what may come into the background. No personal items or pictures should be displayed and there should ideally be a neutral background. Background blurring or an online background may help with this. Inform other members of your household you will be broadcasting live so they can avoid disturbing you or coming into the background.

Clothing: As with all other remote education provision, teachers should be mindful to wear appropriate clothing.

Costs: Be careful that you and the students don't incur surprising costs, e.g. mobile data access charges as video utilises significant amounts of data.

Behaviour: Teachers must adhere to the school's staff code of conduct and students must adhere to the student behaviour policy during all live school sessions. Treat a live virtual classroom or meeting just as you would at school.

Students and safeguarding: If a student tries to say or do anything deemed inappropriate, teachers must intervene swiftly, possibly ending the communication immediately and reporting it to the appropriate person- DSL, HT etc, in line with the Child Protection and Safeguarding Policy. If removed from a live school session, a student would then have to wait in a virtual waiting room before the teacher decides if he/she is allowed to re-join. Any safeguarding concerns regarding the safety of students, including disclosures that arise during the course of online learning must be reported immediately in the normal way.

Recording: Determine in advance if the session will be recorded by the teacher. Note below the requirement for teachers to record all sessions where student webcams are turned on. If recording will take place, ensure that everyone is aware of this, with knowledge of how long the recording will be retained for. No students may record a school session.

Student webcams:

Further to the completion of a School Student Webcam Risk Assessment, student webcams have now been enabled across the Trust supported platforms for this school. All students have the right to keep their webcams turned off at any or all times but may now also turn them on during an online school session via the Trust approved platforms. This includes for example (but not limited to) live lessons, live streamed lessons from the classroom to students at home, small group sessions, interview practice and pastoral meetings. Teachers may ask students during some sessions to keep webcams (and/or audio) off to assist the smooth running of a session. The following safeguarding measures are in place to support the use of student webcams:

- A School Student Webcam Risk Assessment has been completed.
- Teachers have the right to remove a student from any live lesson or live virtual meeting if the student acts in any way inappropriately. The student will then be held in a virtual waiting room to enable the teacher to decide when or if the student may re-join the session.
- Where there are two or less students and student webcams are to be turned on, there must always be two adults present. This may be two teachers or one teacher and a parent. At Boston West, we will ensure there are at least two adults present.
- All online live sessions where student webcams are turned on will be recorded by the teacher for safeguarding purposes. No student is allowed to record any live school session.
- All parents must have read the Remote Education Agreement, as updated and now referring to student webcams.
- Teachers must have all read the Online Safety for Staff and Remote Education Guidance, as updated and now referring to student webcams.