

Live and Recorded Teaching

Here is some guidance for the use of live on-line lessons / meetings with pupils. They have been taken from a combination of DfE guidance, Andrew Hall Safeguarding and ESAT.

Some basic conditions:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, sitting at a desk or table; and the background should be blurred or neutral or in a room in school.
- The live session could be recorded so that if any issues were to arise, the video can be reviewed. This is to protect staff and children. However, if there are two adult members of staff on the call this is not essential. One to one meetings should be recorded and stored.
- Live classes should be kept to a reasonable length of time depending on the age of the child.
- Language must be professional and appropriate, including any family members in the background.
- Staff should log the time, date and attendance of any sessions held.
- All recordings need to be stored securely on the school drive and kept for 12 months before deleting.

Live, remote contact with pupils: considerations for staff

- Teachers and support staff will continue to use school approved methods and platforms only to communicate with pupils.
- Communications to take place during school hours.
- As per the ICT Acceptable Use Policy, staff should not use their private email addresses, WhatsApp groups or any other form of social media that is not directly regulated by the school to communicate with pupils.
- Where there is only one member of staff present the session could be recorded.
- Staff should make the agreed person (head / line manager for example) aware of when they will be using the school agreed platform.
- Staff members should avoid live 1:1 audio or video contact with individual pupils both to safeguard pupils and to safeguard themselves, however this is permissible if the parent or another adult is present. If 1:1 contact cannot be avoided, permission to be gained from head/ line manager. This is okay.
- In all video footage recorded by teachers, people who are not connected to the school should not appear.
- At the start and throughout sessions, teachers should be clear about the expectations of pupil behaviour (e.g. a 'classroom standard' of behaviour is expected from all participants and they should mute their microphone unless they want to ask a question). Be clear that neither the recording by pupils nor the onward sharing of the session is acceptable.
- Pupils are not permitted to take photographs during a live session.
- Staff should make a note of the timing and who participated, including those that arrived/departed early or late.

Whole class teaching / meeting

- Pupils' must mute when joining and only unmute when invited.
- The teacher should close all other tabs when sharing their screen.

Small group teaching / meeting

- Pupils should have their cameras on.
- The session may be recorded to protect staff and students.

One to one video sessions with pupils

- Cameras should be on and another adult should be present, either at the teacher's end or the pupil's. They must then either remain in the room or nearby for the duration of the lesson, to ensure adequate supervision.
- The session must be recorded and logged.
- A parent / responsible adult at home must answer each call to show that they give their consent for the lesson to take place.

One to one phone calls with pupils

- The member of staff should use a school phone, or if using their own personal phone, block the number.
- Only calls to parents' phones, not children's phones .
- Parent / responsible adult must be in the background.
- Parent / responsible adult must put the call on speaker phone.

Parental permission

- Parents need to be alerted if the session is being recorded.

Data Protection

- All recordings must be stored securely on the school drive for 12 months and then deleted.