



Policy for Use of Live Video

Guidelines

- During all contact between staff and pupils at home, staff should follow the Employee Code of Conduct, which can be found on the Ash Lea website.
- During group sessions, at least 2 members of school staff should be present. All school staff members are DBS checked and have up to date safeguarding training.
- A member of SLT should be informed of when video meetings have been scheduled
- Staff and children must wear suitable clothing, as should anyone else in the household. Participants should consider the background of their screens and ensure that potentially harmful or offensive images are not in shot. Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- When communicating with children and their families in the home, teachers should take all reasonable steps possible to ensure that confidentiality and privacy are protected. While Ash Lea School understands that these are exceptional times and that staff are adapting to new methods of working, staff should do their best to ensure that conversations including confidential material take place in a separate room from other adults in their household and make others aware of when they are using live video with a student in order to minimise interruptions and safeguarding risks.
- Should parents, carers or pupils have any concerns about online interactions by any member of Ash Lea staff, they should follow the safeguarding and whistleblowing procedures, which can be found on the school website. During school opening hours a Designated Safeguarding Lead will always be available in school and can be contacted using the school phone number (0115 9892744). During hours where the school is closed, members of SLT can be contacted using their school email addresses (see appendix). Where any concerns arise that could lead to immediate harm, the police should be contacted. The CEOP link (Child Exploitation and Online Protection) can be found on the 'Online Safety' section of the school website, which parents and students can use to report concerns directly to the police.
- Ash Lea School has ensured that online learning tools used during the COVID-19 pandemic are in line with the data protection and GDPR policies, which can be found on the school website.

Other Considerations

- Both parents and teachers should be aware that video teaching cannot fulfil the same function as in person teaching. It is one part of the varied strategies used by teachers to promote learning at home during the COVID-19 pandemic. Both parents and teachers should also be aware that live video learning may not be suitable for every pupil.
- Not every family may have access to the required systems, and live video sessions should not be an expectation for families to engage in. All families should be consulted about the methods of communication which work well for them.



- Families are also facing unprecedented times and should not feel under pressure to meet specific times when others in the household may be ill, working from home or juggling the demands of multiple siblings.
- During the COVID-19 pandemic, families will be using personal IT devices to access school content, including work sent home and the use of live video. While the school has a duty to do everything in its power to protect pupils from unsuitable content within resources and work provided, parents and carers are responsible for the filtering systems on their own devices.

Legal Requirements

- Schools and college are legally required to provide a safe environment, both physical and online. Appropriate monitoring and filtering systems need to be in place and should be maintained by staff with enough IT knowledge to ensure compliance (*COVID-19; Safeguarding in Schools, Colleges, and other providers; March 2020*).
- “All schools and colleges should be doing what they reasonably can to keep all of their children safe. In most cases, the majority of children will not be physically attending the school or college. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made to children’s social care and as required the police.” (*COVID-19; Safeguarding in Schools*).

Suggested platform

- Ash Lea School will be using **Zoom** to conduct online video meetings. All security measures for this have been explored by the school GDPR lead and measures will be in place to mitigate any risks associated with safeguarding. Below is the minimum security measures which should be put in place:

Before the meeting:

All invites for the meeting should be sent to participants via email prior to the meeting (this can be done in ‘schedule’) – this should include a pass code to enter the room.

Waiting Room should be enabled – this allows you to check who you are letting in to the meeting.

‘Host video’ and ‘Participant Video’ should be enabled.

When you start the meeting (click on ‘more’ bottom right of screen/meeting settings):

‘Screen sharing’ should be disabled.

‘Rename themselves’ should be disabled.

During the meeting (before allowing anyone out the ‘waiting room’):

When a participant arrives in the ‘waiting room’ a message will let you know they are there and you can choose to allow them in.

Once all participants have ‘arrived’ the meeting room should be locked (click on ‘more’ bottom right of screen/meeting settings).



Risks

As outlined by the *UK Safer Internet Centre*, Schools must be satisfied that they can protect pupils from online content that includes:

- Discrimination: Promotes the unjust or prejudicial treatment of people on the grounds of the protected characteristics listed in the Equality Act 2010
- Drugs / Substance abuse: displays or promotes the illegal use of drugs or substances
- Extremism: promotes terrorism and terrorist ideologies, violence or intolerance
- Malware / Hacking: promotes the compromising of systems including anonymous browsing and other filter bypass tools as well as sites hosting malicious content
- Pornography: displays sexual acts or explicit images
- Piracy and copyright theft: includes illegal provision of copyrighted material
- Self Harm: promotes or displays deliberate self harm (including suicide and eating disorders)
- Violence: Displays or promotes the use of physical force intended to hurt or kill

Schools also have a duty to protect pupils from;

- Online abuse, including CSE, Emotional, Financial, online and cyberbullying
- Exposure to inappropriate or disturbing behaviour, images and language

Sources and Further reading

Teaching Online Safety at School (DfE Guidance; June 2019)

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers (DfE Guidance; March 2020)

UK Safer Internet Centre; <https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring>

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the children's workforce with any online safety issues they face. Local authorities may also be able to provide support.

Getting started with online guiding and virtual unit meetings; Girlguiding UK

(<https://www.girlguiding.org.uk/what-we-do/adventures-at-home/getting-started-with-online-guiding/?fbclid=IwAR3D-B4mvrHbgORolGIXtDuy7jJCamEA70gzNpNbNxIaHOZMIBIDcYWgSuo>)

Support for parents and carers to keep their children safe online includes;

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers



Appendix to the Use of Live Video policy

Live Video; safeguarding issues to consider for staff:

- Only use agreed platforms and systems
- Only use school register accounts; never personal ones
- Inform a member of SLT via email of when you have arranged meetings
- To link in another member of staff; could be someone from the class team
- Meetings should be done no more than once a week and during normal school hours
- Keep a log of conversation on Keeping in Touch documents
- Report any safeguarding concerns to the DSL
- Share the **parent information** (see appendix) via email prior to meetings, and only allow children to participate once you have received a confirmation
- Parents need to agree by return of email (in writing) for the video call to go ahead
- Have a plan for the 'conversation' – the child might want to share their work with you; you might want to share a story or song with them. The live session should not too long and should be very generic in its 'chat'.

The information below is to be shared with parents via email before the first call. They **must** confirm in writing that they agree to this. Keep the email confirmation as proof that it has been agreed.

Information that must be shared with parents via email beforehand (Copy and Paste):

Dear Parents,

We would like to enable your child to participate in online meetings via Zoom (this can be downloaded for free to any device). The use of Zoom has been risk assessed for use during this time and deemed to be appropriate for the current need. Security measures have been put in place to ensure this is done safely. You will receive an email for scheduled meetings which will give you a link and password for the meeting. Please see the guidelines below to ensure the safety of all participants:

- Pupils and parents must wear suitable clothing; as should anyone else in the household
- An adult should be present during the meeting and headphones should not be used
- Any computer / device being used should be in an appropriate area. For example, not in bedrooms; and where possible be against a neutral background
- No personal details or concerns etc should be discussed during these meetings. These can be discussed at another time via telephone or email
- Using a tablet or laptop is better than using a telephone for sound and picture quality
- Video calls may incur a cost and should be done on Wi-Fi where possible
- These calls are optional and there is no expectation that your child must take part.

If you are happy for your child to take part in online meetings with staff and other pupils then please **agree by return of email** for the video call to go ahead.

Many Thanks