Tithe Farm Primary School

Live Online Lesson Policy

Statement of intent

At Tithe Farm Primary School, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many. 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 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)
- Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2020) 'School attendance: guidance for schools'
- DfE (2020) 'Remote education good practice'
- DfE (2021) 'Restricting the attendance during the national lockdown: schools'

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

- Data Breach Management Procedure
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy and Statement
- Accessibility Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Attendance and Absence Policy
- Code of Conduct for all adults
- Pupil Remote Learning Policy
- Expectations for Remote Learning

2. Systems and technology

2.1. Staff will be told to only download software for live online lessons from a trusted source, at present this is through Google Classroom.

2.2. Teachers will review the DfE's list of online education resources and utilise these resources as necessary.

2.3. Staff will ensure privacy settings are adjusted appropriately on the provider's site or application.

2.4. Staff will ensure their live online lesson service account is protected with a strong password.

2.5.   Staff will ensure they understand how to mute the microphone and how to turn off their camera on their device before their first live online lesson.

2.6.   The school will actively support pupils to attend live online lessons e.g. a laptop and mobile data increase/internet access, if they meet government criteria, to ensure they do not fall behind their peers who do have access.

2.7.   Staff will ensure streaming and online chat functions are disabled for pupils where applicable in online resources. Pupils will have a Google Classroom account which can be monitored by staff.

2.8.   For aspects of the curriculum which are difficult to deliver through online provision, e.g. science experiments, teachers will consider using video demonstrations accompanied by supporting explanation.

2.9.   For live online PE lessons where replicating in-person teaching provision is difficult to achieve, teachers will consider using video demonstrations accompanied by supporting explanation. Pupils will be encouraged to take regular physical exercise to maintain fitness.

3. Safeguarding

3.1.   Staff will always have due regard for the school's Child Protection and Safeguarding Policy whilst conducting live online lessons.

3.2.   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.

3.3.   Pupils will be reminded not to share private information through the live online lesson system by the teacher.

3.4.   Pupils will be reminded about how to stay safe whilst online.

3.5.   Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons They should report this to their class teacher via email.

3.6.   Meeting links and passwords will not be published publicly.

3.7.   Support staff will be on hand to supervise and handle any sudden changes or developments that may occur during the live online lesson.

3.8.   Staff will be reminded of their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with the school's Child Protection and Safeguarding Policy.

3.9.   The school will ensure that parents know what pupils are expected to do for a live online lesson, including the websites pupils will be asked to use and the school staff pupils will interact with online.

3.10. The school will communicate the importance of online safety to parents, and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. The school will inform parents of the [government-approved resources](#) on child online safety to support parents further.

4. Pupil conduct

4.1. The school will provide pupils and parents with a copy of the 'Expectations for Remote Learning' to ensure they understand their responsibilities with regards to conduct during live online lessons.

4.2. Pupils will be reminded that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with no distractions.

4.3. Pupils will be reminded not to record live online lessons on their devices.

4.4. 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.

4.5. Pupils will be reminded to adhere to the school's Behaviour Policy and Statement at all times during live online lessons, as they would during a normal school day.

4.6. Pupils will be reminded to adhere to the school's 'Expectations for Remote Learning' at all times during live online lessons.

4.7. The school will ensure that any pupils who breach the 'Expectations for Remote Learning' and Behaviour Policy and Statement will be contacted, by the class teacher, in the first instance to remind parents and offer support and advice.

4.8. Parents consent to their child having their video on and the lesson being recorded by allowing them to attend the lesson.

4.9. Videos of live lessons will not be shared off the Google Classroom platform.

5. Staff conduct

5.1. Staff will be aware of the requirements set out in the 'Code of Conduct for all adults' and 'Expectations for Remote Learning' and will ensure they understand their responsibilities with regard to conduct during live online lessons.

5.2. Staff will only use school-provided email addresses and phone numbers to communicate with pupils and families to support online lessons.

5.3. Staff will only use school-owned devices for conducting live online lessons, where possible.

5.4. Staff will not share personal information whilst conducting live online lessons.

5.5. Staff will ensure they conduct their live online lesson from an appropriate location – either the classroom, or if this is not possible, from a quiet area in their home which has a plain background.

5.6. If conducting live lessons at home, no other person should be in sight; staff should ensure that others can not be heard whilst they are interacting with pupils or videoing and they should make sure that they will not be interrupted by someone or something.

5.7. 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).

5.8. Staff will only communicate and conduct live online lessons through channels approved by the SLT.

5.9. Staff will not commence online lessons until at least one other colleague is aware that the live online lesson is taking place. Live lessons will be recorded and parents will be aware and accept by joining the meeting.

5.10. Staff will inform SLT, DSP or IT Support with any behavioural issues, safe guarding concerns or technical glitches as appropriate.

6. Pupils with SEND

6.1. The school will ensure pupils with SEND receive any additional support with live online lessons where needed, e.g. from an additional member of staff within the live online lesson via phone call.

6.2. 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.

6.3. The SLT, SENCO and relevant teacher will consider whether one-to-one lessons are appropriate in some circumstances for pupils with SEND.

6.4. 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.

7. Monitoring and review

7.1. The SLT, 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.

7.2. Any changes to this policy will be communicated to relevant stakeholders, including parents and teachers.

7.3. The policy will be reviewed in accordance with any new guidance published.