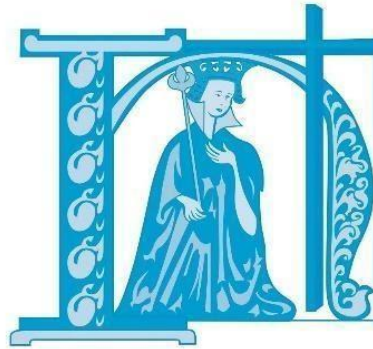


ST.HELENA SCHOOL



Live Online Lesson Policy

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Author:	Deputy Head Teaching & Learning
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Statement of intent

At St. Helena 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 and staff 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: _____

ST.HELENA SCHOOL

1. Legal framework

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'

This policy operates in conjunction with the following school policies:

[Child Protection and Safeguarding Policy](#)

[Sigma Code of Conduct](#)

[Remote Learning - Behaviour for Learning Policy](#)

[Technology Acceptable Use Agreement – Staff](#)

[Technology Acceptable Use Agreement – Pupils](#)

[Data Protection Policy](#)

[Addendum safeguarding policy](#)

An in conjunction with the [Live Online Lesson Risk Assessment](#)

Roles and responsibilities

The Local Governing Committee 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.

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 local governing committee 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.

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 support team.

Adhering to the [Staff Code of Conduct](#) at all times.

The SENCO is responsible for:

Liaising with the Network Manager 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 Deputy Headteacher (Pastoral) 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 reviewed for its effectiveness while remote learning is undertaken.

The DSL and Deputy Headteacher Teaching and Learning are responsible for:

Attending and arranging, where necessary, any safeguarding meetings regarding live online lessons.

Liaising with the Network Manager 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.

Systems and technology

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.

The Deputy Headteacher Teaching and Learning and Network Manager 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.

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

Staff will ensure their school Google account is protected with a strong password, and will not autosave their password on any device.

Staff will ensure they test and understand the service before conducting their first live online lesson. A full programme of CPD will be provided.

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

The Teaching and Learning team and IT support team 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 screen sharing.

The school will aim to ensure all pupils due to attend live online lessons have access to equipment 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. Where this is not possible, alternative work and communication will be provided.

Staff will ensure they understand how to control students' access to video, audio and chat functions and how to remove students from lessons if necessary.

Staff use Class Charts/Safeguard My School to report concerns and online issues.

Safeguarding

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

The planning of live lessons will always be carried out following guidance from the school's DSL and DHT Teaching and Learning.

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.

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

The teacher will remind pupils not to respond to contact requests from people they do not know when using systems for live online lessons.

Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during live online lessons, via email. Pupils will be provided with the email address of the DSL to report any concerns, safeguarding@sthsch.com

Staff will ensure all live online lessons are not set to public, and meetings are protected via Google Classroom. Meeting links, passwords and codes for Google Classrooms will not be published publicly.

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

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](#).

Staff will not meet with small groups of fewer than 3 students without an additional adult being present in the meeting. Groups will be carefully selected.

Parents are reminded that they should not join live lessons. If they have concerns or questions they should contact teachingandlearning@sthsch.com

Breakout rooms are used when significant gains can be made in years 10 and 11 and monitored carefully by the teacher and through recording. (Drama and Music) (Parents made aware by sharing Pupil Acceptable Use agreement through Community Bulletin)

Personal data

Staff will have due regard for the school's [Data Protection Policy](#) at all times whilst conducting live online lessons.

The school will share the [Technology Pupil Acceptable Use agreement](#) with parents and ask them to read through with their child before their child agrees.

The school will communicate the details of how to access the live online lessons and any additional information regarding online learning to parents and pupils via letter and the school website.

The school will provide pupils with a school email address and login for the chosen live online lesson platform to ensure no personal email addresses or usernames are used by pupils.

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.

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.

Live lessons will be recorded and parents will be informed in writing via [Technology Pupil Acceptable Use agreement](#) Recordings will be stored for the student's time in school +1 year (Current guidance February 2021)

Pupil conduct

The school will provide pupils with a copy of the [Remote Learning - Behaviour for Learning Policy](#) via assemblies and email along with the [Live Lesson Joining Slide](#) every lesson to ensure they understand their responsibilities with regards to conduct during live online lessons.

The school will ensure that pupils sign and return the [Technology Pupil Acceptable Use agreement](#) weekly while taking part in live online lessons. Pupils will be reminded, if needed, that they should not be taking part in live online lessons if they are in an inappropriate setting.

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

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

The school will ensure that any pupils who breach the code of conduct will be disciplined in line with the school's Behaviour Policy.

Staff conduct

Staff will be required to re-read the [Staff Code of Conduct](#) and [Live Lesson 101](#) guidance prior to carrying out live online lessons to ensure they understand their responsibilities with regards to conduct during live online lessons.

The school will ensure that staff read and agree weekly to the [Technology Acceptable Use Agreement – Staff](#) weekly while taking part in live online lessons.

Staff will only use school-provided email addresses to communicate with pupils when conducting live online lessons.

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

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

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).

Staff will only communicate and conduct live online lessons through channels approved by the Senior Leadership Team.

Should a member of staff need support with a live lesson, they will request this in good time so that live or remote support can be planned and provided.

Staff will record any concerns about anything that happens during live online lessons using Class Charts and report any safeguarding concerns to DSL.

Pupils with SEND

The school will ensure pupils with SEND receive any additional support with live online lessons where needed.

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.

The Senior Leadership Team and SENCO will consider whether small group lessons are appropriate in some circumstances for pupils with SEND.

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.

Monitoring and review

The headteacher, SENCO and DSL will review the measures outlined in this policy half termly, from the date that Live Online Lessons begin, to ensure it reflects the most up-to-date circumstances of the school's online learning provision.

The headteacher and Local Governing Committee will schedule a review of the effectiveness of this policy after 6 months and then annually.

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

The next scheduled review date of this policy is **July 2021**