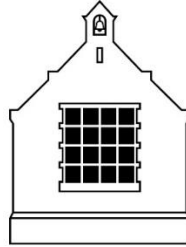


HORRINGTON PRIMARY SCHOOL

**'We are a community of caring, connected,
creative, 'can-do' learners'**



Horrington Primary School Policy Document			
Addendum to e-safety policy – livestreaming as part of home learning			
Version date	October 2020	Review date	October 2021 or earlier if needed
Date ratified by Governing Body	8 th October 2020	Signed (Chair of Governors)	<i>J Eyre</i>

In the event that the children and/or staff at Horrington are required to stay home and isolate due to a partial or full school closure, we will endeavour to offer engaging work for the children using our Google Classroom platform. This work will be a blend of teaching videos and learning activities for the children to complete at home. Live streaming using Google Meet on our Google Classroom platform will only be used where it enhances the remote learning for our pupils e.g. for check-in sessions where children need some help with the set work and in some instances to deliver SEND provision or interventions.

The school will follow the following procedures:

- Only accounts set up by the school are used. Administrative access to these accounts is by the computing lead teacher and our technology support provider.
- Staff and learners will use a safe and appropriate place with no bedrooms, inappropriate objects or inappropriate information visible.
- Staff and pupils must be dressed for the day, with pupils, staff and other members of the households wearing suitable daytime clothing.
- There will always be two members of staff with the video session. If lessons are streamed from a staff member's home then another member of staff will be a participant in the session.
- The school will keep a log of the session: purpose, timing, participants, anything that goes wrong during the session.

- Sessions are not routinely recorded by the school. Where the school decides a recording of the session will provide a safeguarding check for children and staff; permission must be obtained from parents and carers - stating where it is stored, who has access to review the recording, how will it be reviewed; and the maximum time it will be kept (up to 30 days).
- Expectations for behaviour are the same as those in the classroom. Inappropriate behaviour will be dealt with in line with our school behaviour policy and may result in the school removing access for individuals, for a class or for the school.
- Online safety habits will be reinforced within each session and learners will be helped to understand livestreaming as part of learning and not something for primary aged children to use through social media.
- Chat will be used for learning purposes.
- Cameras will only be used where there is a clear purpose and it will benefit the well-being or learning of children. They will be turned off by default.
- Our Data Protection Officer has been informed about our use of livestreaming and a privacy impact assessment has been done.
- Parents and carers will be informed when a livestreaming session will be taking place and the time limit for the session.
- The school's normal safeguarding and child protection procedures still apply. If the teacher has any safeguarding concerns they will report these to the school's designated safeguarding lead.
- If parents have any concerns regarding an incident during a live session then these should be discussed with the teacher. If it not appropriate to do so, parents should contact the designated safeguarding leads at the school.
- The school's safeguarding and child protection policies are on the school website.

Parents are asked to ensure their children understand:

- Online sessions are only accessed in a shared family area (never a bedroom).
- The camera on your device must be turned off until you are asked to switch it on by the teacher. You will be joining the online session using the microphone on your device.
- If a recording of the session is made it is saved by the school. No-one else will take screen shots or recordings of the session.
- No images or recordings of the session are to be shared within or outside the Google Meet.
- Normal classroom standards of behaviour are expected. If these are not adhered to, access to these sessions will be removed.
- School acceptable user policies apply as they would normally in school
- Two staff members will be involved in all online sessions.
- Chat is used only within the session and is used positively and appropriately.
- Livestreaming is being used for learning. All livestreaming by primary aged children should be supervised by a trusted adult.
- Habits for responsible use of technology including appropriate clothing.
- If parents prefer not to participate in livestreaming, or cannot access the technology, the school will share the contents where possible.

- Pupils and parents are not able to start a live session.
- Teachers will explain to children how they can ask questions during the live session.

Consent for pupils using Google Meet when learning at home:

- In order for your child to participate in livestreaming sessions, parents will be required to provide consent that they are happy for their child to use Google Meet for this purpose.

Livestreaming to the classroom if a teacher has to self-isolate:

- Consent will not be required for when children are in school in the classroom being supervised by a teaching assistant and a teacher isolating at home provides a livestreamed lesson to the classroom via Google Meet or Microsoft Teams.

Before giving consent, please carefully read through this policy. If you are happy for your child to take part in live sessions at home using Google Meet please return the consent form below.

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Consent for using Google Meet for live sessions

Child's full name	
Child's class	
Parent/ Carer name	
Relationship to child	
Do you give permission for your child to participate in online live sessions using Google Meet with the Horrington teachers/ staff when they are at home?	
Signed	