HOLYWELL VILLAGE FIRST SCHOOL

USE OF LIVE SESSIONS GUIDANCE FOR PARENTS/CARERS

This policy establishes the expectations for online/remote learning or support between a teacher or other team member from Holywell Village First School and a student using a Google Meet call in their own home. All 'Live Sessions' will take place between the classroom (HVFS) and a pupil who is required to stay at home. We will not be running any 1:1 sessions.

The purpose of this policy is:
- **to ensure a high quality learning experience for students**
- **to make clear the responsibilities of all parties involved and how sessions will be delivered**
- **to safeguard all parties involved meeting the statutory requirements of Keeping Children Safe In Education (2020) and the standards of the Northumberland Strategic Safeguarding Partnership**

Ensuring the Quality of the Sessions

Holywell Village First School is committed to providing a high quality learning experience to our students in the online/remote learning environment. Holywell Village First School's approach is to design an online learning provision that focuses on the following key areas:

- a well-structured and designed session appropriate to meet the individual student's needs
- full parental support, keeping the parent/carer informed as to the arrangements for the sessions and the need for them to be aware of when they will take place and to be in earshot of the session
- carefully monitored progression of the student in line with National Curriculum requirements
- all sessions to be open to observation to line managers or team managers
- meeting all of the statutory requirements in relation to GDPR

Professional Behaviour and Dress

As sessions will happen in the home environment it is important that both teachers and students follow the same behaviour as they would in a school setting. This will help minimise any safeguarding risks. This includes:

- having a parent or carer fully aware of the planned session
- the member of staff ensuring that their Holywell First School ID badge is visible/worn throughout the session when on a video call
- teacher wear appropriate clothing that would normally be worn in face to face teaching sessions
- try to avoid leaving the session (e.g. to go to the toilet or get refreshments)
- not taking phone calls, messaging others, or using devices that are not requested by the teacher for learning
- appropriate language to be used at all times
- not having other browsers or apps open during the online session to reduce the risk of inappropriate content being displayed

Location of Online Sessions

The location in which both the student and teacher take part in the online session should be in an appropriate room and with a parent or carer within earshot during the session. This will ensure the student can raise any concerns, whether practical or related to safeguarding.

Whilst space in houses may be limited, and may be shared with others, the member of staff will work with the parent or carer to make sure that whatever space is available to use is neutral, safe, and conducive to learning, doesn't reveal any personal information, and doesn't present a safeguarding risk.

All staff have received training to be able to lead by example, and are aware of:

- the need to ensure the visible background in their online teaching is professional and neutral (e.g. the student cannot see personal items, laundry drying, or anything that may distract students)
- the need to ensure their teaching space does not reveal any details about their personal life
- the need to check in with the student at the start of the session to ensure that they feel comfortable in the environment and to remind them that if they are not comfortable at any time the session can be stopped

Parental Involvement and Expectations

All parents/carers will be provided with a guidance document and will be asked to sign and return an acceptable use agreement before any Holywell First teaching is initiated.

Having the support of a parent/ carer in setting up the session is often needed, and being within earshot of the session is important for safety as well as for practical help.
The level of involvement of the adult during the session will depend on the age of the student. Younger children may need a person to help keep them focused and safe, particularly if it is a new activity.

Older students may find too much parental involvement distracting or cause shyness and staff will liaise with parents regularly to discuss any barriers to learning.

The key expectation for learning is that parents/carers are
- within earshot of the student at all times
- aware of all timetabled/planned sessions before they take place

Digital Platform

The **only** platform approved by Northumberland County Council for remote learning is Google Meet. No other digital platform will be used.

Screen Sharing and File Sharing

Google Meet allows you to share your screen or present other relevant teaching resources. Teachers need to make sure they do not inadvertently display:
- personal information - e.g having a social media website open, which may reveal personal information
- inappropriate content - e.g photos, text, apps or websites that may display content unsuitable for children
- other tabs from their Google drive e.g. calendar, mailbox

For this reason, teachers should have a "clean" screen and desktop, and turn off any apps that may interrupt the session (such as alarms, alerts, or incoming calls).

Taking Screenshots and Recording Video of Sessions

Teachers **will not** make any video recordings or screenshots of sessions. Parents/carers and students **will not** make any video recordings or screenshots of sessions. Any breach of this will be dealt with in line with GDPR policy and enforced accordingly.

Reporting of Concerns by a Child

Students will be told that if they have any concerns before, during, or after a session they should ask the parent/carer for help. This could include for example:

- technical issues with the computer or internet connection
- practical issues, such as arranging the appropriate space to work
- allowing additional time to set up the technology
- other issues, such as not being comfortable with what is happening in a session
  The parent/carer should be aware that the reporting of any concerns should be:
- initially with the teacher delivering the session. The teachers have a written procedure for recording any concerns and this is monitored by the Designated Safeguarding Lead (Mrs S Brett) in line with school's Child Protection Policy
- if any parent/care or student is not satisfied with the initial response then it should be escalated to the relevant person (Mrs S Brett)

GDPR - Children's Personal Information

Holywell Village First School does not collect any personal information about students' personal IDs or logons. Google Meet works by sending an invitation link to student through their Google Classroom.

Students are asked not to share any additional personal contact information with teachers (such as social media names). If there are any issues with students doing this, the teacher will remove the student from the online session and contact the parent/carer to discuss how to stay safe online.

Parental/ Carer Consent for Online Sessions

Holywell Village First School uses a permissions form to agree to the delivery of online sessions. This form asks for confirmation that parents/carers agree to the terms and conditions, have discussed the content with their child and are giving their consent to online teaching.

By signing this consent form parents are agreeing to adhere to the following documents and are confirming that their child has been made aware of the contents of the policy and guidance document and understands the expected standards of behaviour:

- Holywell Village First School Online/Remote Learning Guidance for Parents/Carers
- Use of live sessions guidance

Sessions are not able to take place unless a fully completed and signed electronic copy of the consent form (parent/carer) and acceptable use agreement has been received and recorded by the admin team.

Acceptable Use

ICT including the internet, email and mobile technologies has become an important part of learning. We expect all children to be safe and responsible when using any ICT and in particular the use of remote learning platforms to facilitate learning.

Please read and discuss the above policies and return your permission form as requested.