



LIVE STREAMING POLICY

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Policy review date:	November 2021
Amended	January 2021
Chair of Governors signature:	

Live Streaming Policy for Werrington Primary School

Mission Statement

Werrington Primary School has always strived to be creative, engaging and support our parents/children in the best way possible to make learning purposeful and holistic.

Our strategy for live streaming continues this. Live streaming can be used by schools to broadcast an event taking place in school to to view external events. It is a valuable educational medium, which can connect your school with the community and events outside of you locality.

Intent

To create a safe environment for children and young people when watching or engaging in a live stream, there are several things to consider.

Before starting any live stream, we will remind children:

- Not to share any private information
- Not to responds to contact requests from people they do not know
- Who they school tell if they see or hear anything upsetting or inappropriate

When hosting a live stream, we will ensure that we have gained consent from parents, careers and children if any images of or identifying information about the child may be used. We will also ensure that parents know that these lessons may be recorded. The recording of lessons will be used by children who are unable to access live but can do so at a different time.

Implementation

Hosting a live stream

Hosting a live stream means any situation where the school instigates, publishes and is responsible for streaming online content. This includes live streaming lessons, assemblies, announcements, activities and if external visitors live stream in the school site.

When hosting a live stream we will

- Use researched platforms such as Zoom, Google Meet, Teams and Class Dojo which have been appropriately risk assessed
- Set a specific time/date to stream and send invite to participants in advance. When using Google Meet the meeting link will be shared once the school host has enabled the waiting room feature to ensure that nobody outside of Werrington Primary can access the meeting.
- Invite our audience to register to watch a stream and issue an invitation with login and password, using parents accounts only
- Familiarise ourselves with the privacy settings and know how to report any offensive or abusive content (all staff must reading training materials prior to live streaming and sign to confirm these have ben read)
- Stream in school time and on school premises and ensure that sessions are supervised by two appropriate adults at all times. During a period of school closure streaming may take place from a teacher's home in an appropriate setting
- Be sensitive to the needs of individual students, including those where reasonable adjustments may need to be made to ensure accessibility

Safeguarding

We will gain parental consent to join a live stream and ensure that they agree to the following safeguarding measures:

- Pupils under 18 must not use their own smartphones/tablets/laptops for their lessons in school. For remote learning at home pupils can use one belonging to a parent /carer or school
- Pupils can only take part in a video call if parents have been notified by school
- Where the pupil is under 18, a parent/carers is encouraged to remain in the same room for the duration of the lesson
- Where a pupil is under 18, a parent must be present at the beginning and end of the lesson
- Lessons must not be conducted in a bedroom, but instead in a communal room
- For pupils under 18, if no parent/carers is present during the lesson, the door to the room the student is in must remain open at all times
- Video or images of the lesson must not be recorded or taken by anyone other than the adult hosting and with consent from pupil and parent/carers
- Appropriate clothing must be worn by all present
- Appropriate language must be used by all present, including any other household members, for the duration of the lesson
- In the event that the teacher feels an inappropriate situation arises during the lesson, especially one regarding potential safeguarding issues, they will immediately terminate the call. The pupil/parent/guardian and teacher should then resolve any issues and reconnect with the lesson as soon as possible and appropriate.

Adult code of conduct

In your role at Werrington Primary you are acting in a position of authority and have a duty of care towards the children we work with. You are likely to be seen as a role model and are expected to act accordingly.

Responsibility

You are responsible for:

- Prioritising the welfare of children and young people
- Providing a safe environment for children and ensuring equipment is used safely and for its intended purpose, having good awareness of issues to do with safeguarding and child protection and taking action where appropriate
- Following our principles, policies and procedures including our policies and procedures for safeguarding, child protection, whistle blowing and e-safety
- Staying within the law at all times
- Modelling good behavior for children to follow
- Challenging all unacceptable behavior and reporting any breaches of the behaviour code to the safeguarding leads
- Reporting all concerns about abusive behavior, following our safeguarding and child protection procedures. This includes behavior being displayed by an adult or child and directed at anybody of any age

Rights

You should:

- Treat children fairly and without prejudice or discrimination
- Understand that children are individuals with individual needs

- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems and appreciate that all participants bring something valuable and different to our organisations
- Challenge discrimination and prejudice
- Encourage young people to speak out about attitudes and behaviour that make them feel uncomfortable

Relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid favouritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues with children
- Ensure your contact with children is appropriate and relevant to the work you are involved in

Respect

You should:

- Listen and respect children at all times
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's rights to personal privacy as far as possible. If you need to follow safeguarding procedures it is important to explain this to the child at the earliest opportunity

Upholding positive behaviour

When working with a child, you must follow the school Code of Conduct Policy.

Use parents' or carers' email addresses or phone numbers to communicate with children and families. Use school accounts to communicate via email or online platforms.

Things to consider

Where is the live streaming taking place?

Teachers should be in a neutral area nothing personal or inappropriate can be seen or heard in the background.

Which platform will you use?

Always make sure that the platform you are using is suitable for the children's age group. Set up school accounts for any online platforms you use. Check the privacy settings.

When live streaming ensure that you:

- Use random generated ID and password. When using Google Meet, a nickname needs to be set to act as a password
- Use the waiting room feature and admit participants
- Participants will be muted on arrival
- Lock a live streaming event
- Restrict in class chat
- Where settings allow switch the settings to have microphones and videos of participants off when joining a meeting.
- Ensure the host is in control of who can control/share screen, save video/chat content
- Learn how to mute and unmute participants, including video screens

- Be conscious of background environments and other in the room
- Use the whiteboard and annotation tools to improve engagement
- Record the meeting to allow pupils unable to participate at the set time the opportunity to view at a later time/date

Child code of conduct

We will ensure that we share the following tips and agreements with pupils:

- Make sure you are on mute when not talking
- Be yourself and respect others
- Asking questions using chat
- Use reactions to engage with the class
- Think before you write
- Use the 'hand' emoji if you want to ask a question live

10 WAYS TO SECURE ZOOM!



1 Use a Unique ID for Large or Public Zoom Calls



When you schedule a Zoom meeting, look for the Meeting ID options and choose Generate Automatically. Doing so plugs up one of the biggest holes that Zoom-bombers can exploit.

2 Require a Meeting Password



One way to protect the meeting is to require a password. You can give the password out only to those who have replied and seem credible. To password-protect a meeting, start by scheduling a meeting and checking the box next to Require meeting password.



3 Create a Waiting Room

When participants log into the call, they see a Waiting Room screen, the host, lets them in. You can let people in all at once or one at a time, which means if you see names you don't recognize in the Waiting Room, you don't have to let them in at all.

4 Only the Hosts Should Share Their Screen



Make sure your settings indicate that the only people allowed to share their screens are hosts. You can enable this setting in advance as well as during a call.

5 Create an Invite-Only Meeting



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Only people who can join the call are those you invited, and they must sign in using the same email address you used to invite them.

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6 Lock a Meeting Once It Starts

While the meeting is running, navigate to the bottom of the screen and click Manage Participants. The Participants panel will open. At the bottom, choose More > Lock Meeting.



7 Kick Someone Out or Put Them on Hold

During the call, go to the participants pane on the right. Hover over the name of the person you want to boot and when options appear, choose Remove.

8 Disable Someone's Camera



If someone is being rude or inappropriate on video, the host can open the Participants panel and click on the video camera icon next to the person's name.

9 Prevent Animated GIFs and Other Files in the Chat



In the chat area of a Zoom meeting, participants can share files, including images and animated GIFs—if you let them.

10 Disable Private Chat



Open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to Personal > Settings. Then click In Meeting (Basic). Scroll until you see Private chat. When the button is gray, it's disabled.

Info Credit: <https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing>

Design: Liberty Leadership Development, LLC

Appendix 1

Parental Consent to live streaming being used and recorded

I have read and understood the live streaming policy.

I give my child permission to access Zoom or Class Dojo for their lessons. I understand that these lessons may be recorded and used to support children's remote learning.

I agree to only connect using my own email.

I have read, understood and agree to safety rules listed in the policy:

- Pupils under 18 must not use their own smartphones/tablets/laptops for their lessons, but instead use one belonging to a parent /carer or school
- Where the pupil is under 18, a parent/carers encourages to remain in the same room for the duration of the lesson
- Where a pupil is under 18, a parent must be present at the beginning and end of the lesson
- Lessons must not be conducted in a bedroom, but instead in a communal room
- For pupils under 18, if no parent/carers is present during the lesson, the door to the room the student is in must remain open at all times
- Video or images of the lesson must not be recorded or taken by anyone other than the adult hosting and with consent from pupil and parent/carers
- Appropriate clothing must be worn by all present
- Appropriate language must be used by all present, including any other household members, for the duration of the lesson
- In the event that the teacher feels an inappropriate situation arises during the lesson, especially one regarding potential safeguarding issues, they will immediately terminate the call. The pupil/parent/guardian and teacher should then resolve any issues and reconnect with the lesson as soon as possible and appropriate.

I have read and shared the safety guidance with my child:

- Make sure you are on mute when not talking
- Be yourself and respect others
- Asking questions using chat
- Use reactions to engage with the class
- Think before you write
- Use the 'hand' emoji if you want to ask a question live

I give consent to use live streaming as a teaching method at Werrington Primary.

I understand that I can withdraw my consent at any time.

Childs Name _____

Childs Class _____

Signed _____ (Parent/Carer)

Date _____