



Sandbach Primary Academy Remote Learning Digital Strategy September 2020

At a glance - Online Learning platforms and communication methods

Sandbach Primary Academy are in the process of setting up and training staff and children in the use of the following systems.

	Primary method	Secondary method
Parental contact	School Spider texts (to begin Oct 2020), School Spider website Appendix 1 Comms policy	Socially distanced face to face, email, Facebook, website, telephone, Twitter
Pupil contact/learning interaction	Microsoft Teams; work uploaded, feedback on work Tapestry for EYFS	Website, telephone, Purple Mash – feedback given on tasks, Youtube
Teachers delivery of curriculum	Microsoft Teams; videos, resources shared, feedback comments	Purple Mash tasks, Oaks National Academy links, BBC bitesize site, curriculum links from other providers, printed work/textbooks and resources for those without digital access



At a glance – Short term, long term and next steps

Situations where remote learning may be needed:	Short term Strategies; Curriculum & Communication	Long term Strategies; Curriculum & Contact	CPD, considerations & next steps
<p>1. Families who are returning from holiday in identified countries and are required to self-isolate due to quarantine restrictions.</p> <p>2. Individual cases where family members including children have to self-isolate due to a potential COVID infection.</p> <p>3. The outbreak of a localised lockdown</p>	<p>EMAIL</p> <ul style="list-style-type: none"> • Emailed work from previous school day or planned tasks for following day - generic year group tasks or differentiated. • Opportunity for children to submit work via email. Class e-mail addresses shared through letters, on website. <p>WEBSITE</p> <ul style="list-style-type: none"> • Website work packs to download. <p>SCHOOL TWITTER ACCOUNT & FACEBOOK PAGE</p> <ul style="list-style-type: none"> • Information shared, comments replied to. <p>TEAMS</p> <ul style="list-style-type: none"> • <i>When installed</i>, begin using Teams within school and for homework to build familiarity. <p>MAKING USE OF AVAILABLE ONLINE CONTENT</p> <ul style="list-style-type: none"> • Oaks National Academy. • Universal online content / resources signposted to all pupils at all times 	<p>Digital contact through use of;</p> <ul style="list-style-type: none"> • Tapestry for EYFS • Microsoft Teams • Video/narrated lessons from teachers through Teams, School Spider • Purple Mash <p>DELIVERY OF PRE-RECORDED CONTENT</p> <ul style="list-style-type: none"> • Make a PPT/ PPT video on the new version of PPT. Children to watch video independently – then do this activity/ meet online in small groups to discuss via School Spider • Use of LOOM/Teams to record lessons for whole bubble to engage with • YouTube Channel – record lesson/narrated Powerpoint and upload <p>Possible streaming of lessons during school time (audio only).</p> <p>Beginning to explore Class Notebook within Teams.</p>	<p>Training for staff – use of Teams / School Spider / Purple Mash.</p> <p>Safeguarding re; digital approaches.</p> <p>Guidance for staff working from home – what they are required to do, how much, how often, feedback required, technical know-how. Consider workload.</p> <p>If staff are ill themselves, children to use Oaks Academy and a set timetable to access lessons. This may be directed by other school staff members. Timetables to be prepped.</p> <p>Sharing ‘how to guides’ in school and on the website as we try and succeed in new things e.g. Loom, Teams for education, Purple Mash, School Spider, Youtube channel uploading. This would include a similar guide for parents.</p> <p>Purchase of textbooks and other materials for children to use if they do not have digital access.</p> <p>Investigate other online resources for work that could be set if staff members become ill.</p> <p>School Spider – Set up parent and child logins</p>



<p>situation which requires groups/bubbles to have to remain at home.</p> <p>4. Full school closure</p>	<p>such as Times tables Rock Stars, BBC Bitesize home learning, Oxford Owl reading etc.</p> <p>AS ABOVE +</p> <ul style="list-style-type: none"> Printed work from school for children who do not have digital access. 	<p>Use of computing slots usually used for the teaching of the computing curriculum, to instead familiarise pupils and staff with Teams/School Spider/Purple Mash interfaces in preparation for lockdown.</p> <p>Children without digital access/sudden closures – School will provide two weeks' worth of age appropriate work in paper form, on the day of closure.</p>	<p>and passwords. Train children in using it.</p> <p>Purple Mash – Set up child logins and passwords. Train children in using it.</p> <p>Microsoft Teams - Set up parent and child logins and passwords. Train children in using it.</p> <p>Different children's needs e.g. SEND</p> <p>Digital training for TAs – this could be supporting children, share stories and conduct well-being check-ins.</p> <p>Prepare paper copy work packs in the case of bubble isolation before children can use digital platforms listed above.</p> <p>Parental guidance pack – on use of Teams, Purple Mash, School Spider.</p> <p>Good quality teacher laptops needed.</p> <p>Parental agreements needed i.e. code of conduct whilst online and interacting with school.</p>
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Sandbach Primary Academy Remote Learning Digital Strategy September 2020

To ensure that learning continues, irrespective of lockdown and self-isolation, Sandbach Primary Academy has developed the following plan. This plan offers remote learning opportunities whilst also acknowledging that some households have limited access to devices and may require paper copies of work and resources.

This plan will be applied in the following instances:

1. An individual is self-isolating because of a positive test within the household.
2. A whole bubble or cohort is self-isolating because someone in the bubble has tested positive for coronavirus.

The plan complies with the expectations and principles outlined in the DFE document [Guidance for Full Opening of Schools](#).

Software and online platforms

Teachers will set appropriate work in line with our current curriculum, primarily supplemented by a range of resources provided by Oak National Academy, but also other quality assured online providers.

Children will remain in contact with their Class teacher through MS Teams. Oak Academy has been selected to support remote learning for a number of reasons. The Oak Academy lessons are in-line with our teaching ethos – they encourage the use of retrieval practice, explicit teaching with high quality modelling, and the use of deliberate practice which aligns with our ethos of drawing on the best available evidence and research into teaching and learning.

The online lessons are free to all and offer a recorded taught session so that the children can access teaching directly from a teacher and then access work relating to that lesson within the same website. There are also hundreds of lessons specifically aimed at children with SEND needs and requiring additional support. Class teachers will be using the lessons in the classroom over the next few weeks, so that children are familiar with the platform.

MS Teams will support school in offering the opportunity for the children to communicate with their teacher through written feedback and messaging. This can be used so children can 'drop-in' to receive further support with tasks, receive feedback or for general wellbeing.

TT Rockstars will all be utilised to support the acquisition and retention of times tables facts. Purple Mash will be used to deliver the computing curriculum and to support work in other areas of the curriculum. School Spider may be used for discussion or submitting work.



In the event of any form of isolation and loss of learning caused by Coronavirus, parents should understand that engagement in home learning is compulsory, as is the expectation that Sandbach Primary Academy makes that provision available and accessible to all. However, if children themselves are ill, then they should not be expected to engage in the home learning activities.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (and teaching staff need to be familiar with them):

- MS Teams
- TT Rockstars
- Purple Mash
- School Spider

Class email addresses will also continue to be used to allow parents to send children's work/ pictures of work completed to the class teacher. These are as follows;

EYFS - eyfs@sandbach-pri.cheshire.sch.uk

YEAR 1 & 2 - year1-2@sandbach-pri.cheshire.sch.uk

YEAR 3 & 4 - year3-4@sandbach-pri.cheshire.sch.uk

YEAR 5 & 6 - year5-6@sandbach-pri.cheshire.sch.uk

HEADTEACHER - head@sandbach-pri.cheshire.sch.uk

Keeping Children Safe when working and interacting online

The Aspire Education Trust has a clear policy which has been shared with parents. All staff have read and will adhere to this policy. Parents must sign the agreement included in the policy before their child can engage in online learning with the class teacher or other school staff. Please see **Appendix 2 Trust policy** and **Appendix 3 Sandbach Primary Academy Online agreement**.

Worksheets and Practical Resources

If a child is isolated from school i.e. the child is sent home from school to either receive a test or self-isolate as someone in the household is being tested, they will leave school with a work book and pencil. Children will have the immediate opportunity to continue their learning by completing the tasks using paper copies of the activities and through work via e-mail or accessed on the class website.

Further work can be set on the website/ via email and is matched to the key learning objectives being covered in class that week.



If a whole class bubble is isolated from school, the children will take a two-week work pack home in paper form so that learning can continue immediately. The class teacher will then set expectations through the online learning platforms stated above.

Work will be printed and available for collection from school for those families who cannot access the online learning.

Digital remote Learning

The initial response to any isolation will be to provide children with immediately accessible home learning materials / activities. In the case of whole bubble isolation, printed resources will be given to children as they go home. These materials will also be posted on the class pages of the school website and priority children will have packs delivered. These measures will afford teachers a short time to prepare further remote learning resources.

Pupil needs to isolate because someone in their household is symptomatic or tests positive	
On-going Support	Safeguarding/SEND
Using email addresses/ the class page on the website, the class teacher will upload work for pupils in isolation. This will be on the basis of a one-day delay to enable teachers to manage uploading in conjunction with their full-time teaching role.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to school
The teacher will decide which materials are most appropriate for the individual child and communicate any specific arrangements via email.	If the child is entitled to benefit-related FSM, school will ensure food made available through a grab bag lunch – which can be collected from school, or in exceptional circumstance can be delivered.
	If the child is vulnerable in any way, the DSL (Designated Safeguarding Lead) will ensure that appropriate agencies are notified and arrange for regular safety and wellbeing checks via a phone call or visits as appropriate (record on CPOMS).
	Where MS Teams is used, staff will follow the school's safe online learning protocols (in line with AET guidance). Parents are also reminded to follow the school's expectations, which will be made available upon request and on the school website.
	If a child does not engage, the class teacher will contact the parents to discuss obstacles and support needed.



A whole bubble/cohort of children is isolating because of an outbreak of coronavirus	
On-going Support	Safeguarding/SEND
<p>Following the closure of a bubble, please allow the class teacher one working day to prepare to move their learning online. All class website pages contain links to some activities that your children can undertake at home to practice their basic skills. In addition, children will be given a paper copy work pack of work with enough learning for two weeks, should they need this.</p> <p>When MS Teams is fully functioning, teachers will schedule a MS Teams meeting with the children and parents for the following day (after isolation), or shared instructions through pre-recorded messages. In this meeting the teacher will discuss the remote learning arrangements and expectations. Teachers will also share a timetable of learning, including when any further meetings between the children and teacher will take place. These may sometimes be whole class sessions and sometimes may be group sessions. Each day, learning will consist of core subject lessons (reading, writing, maths) and a non-core lesson. Specific times to log on for any directed learning will be shared.</p> <p>Using MS Teams, the class teacher will upload work/links/ activities the day before they are to be completed, to allow parents to see the learning materials prior to supporting their children the following day.</p> <p>Teaching assistants will be able to support the class teacher in providing feedback and answering questions about the learning.</p> <p>Teachers will be monitoring messages and submitted work from children throughout the school day. Teachers will provide feedback on work submitted. This may be written or through audio message on Teams. Sometimes, it may be appropriate to provide feedback in other ways such as through the Purple Mash feedback interface.</p>	<p>School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to school</p> <p>If the child is entitled to benefit-related FSM, school will ensure food made available through a grab bag lunch – which can be collected from school, or in exceptional circumstance can be delivered.</p> <p>If the child is vulnerable in any way, the DSL (Designated Safeguarding Lead) will ensure that appropriate agencies are notified and arrange for regular safety and wellbeing checks via a phone call or visits as appropriate (record on CPOMS).</p> <p>Where MS Teams is used, staff will follow the school's safe online learning protocols (in line with AET guidance). Parents are also reminded to follow the school's expectations, which will be made available upon request and on the school website.</p> <p>If a child does not engage with learning set, the class teacher will contact the parents to discuss obstacles and support needed. This may be followed by a phone call from a senior member of staff to discuss.</p> <p>Where children would normally receive additional support from SEND agencies, the SENDCO will make arrangements for those to continue via Teams as long as the agencies are able to provide this.</p> <p>The SENDCO will support class teachers to set appropriate SEND lessons with teachers where needed.</p>



Teaching assistants will access the Teams/work lessons and, where required, they can arrange to support children. PPA will be covered by teaching assistants in the phase who will be available to support during an afternoon session.

For non-core lessons, resources, web links etc. will be shared on Teams. Links and resources will often utilise Oak National Academy and Purple Mash, using lessons that link to the Sandbach Primary Academy curriculum.

Time will also be scheduled for the children to watch an assembly once each week. This will be shared through Teams and our school Youtube channel, in addition to the Facebook page where appropriate. This will encourage children to keep working, celebrate successes and promote togetherness.

Completed work can be submitted via the learning platforms (Teams, Purple Mash, School Spider), as directed by the teacher. Work which utilises other sites or links can be photographed and emailed to the class email addresses above. Teachers can then review the work completed and ensure that the following day's lesson addresses misconceptions etc. Feedback and queries can take place throughout the day via Teams, Purple Mash, School Spider or email, depending on the teacher's preference.

In the event of teachers becoming ill, we will endeavour to continue to deliver a programme of home learning, with resources allocated by other teachers and senior members of staff.





Appendix 1 - Sandbach Primary Academy Communications policy

Sandbach Primary Academy Communications Plan.

School closure - Social media updates

Communication Team -

Lead: Jess Fletcher

Overseeing project: Megan Dixon, Margaret Daly

Team Members: Danielle Wakefield and Carys Rouse, Nicole Nicholson

Communication between the team-

To have a regular zoom check-in meeting every morning - 9.00am to discuss what is going onto social media and discuss any questions any of us have.

Jess to liaise with Carys and Danielle over zoom to train on how to use both forms of social media and the tweetdesk (Monday 30th March) and this will also run through what a typical day looks like on both social media platforms so that everyone is in understanding of what is put on twitter and the language used in posts.

Roles/activity:

Posts to run between the times of 8.30 - 3.30 (unless informed otherwise as between these hours the platforms has the most traffic)

During the zoom meeting each morning to discuss who is working on what platform. Ideally these platforms need to run alongside each other so that information is put onto both platforms.

One team member posting on both through the AM and another team member is posting on both through the PM

Quality Assurance-

Before posting on both Twitter and Facebook, the post is to be checked by 2 people for typos.

Impact -

Jess Fletcher to monitor social media platform pages and to analysis page statics e.g. how many people are engaging in posts and how many more people are linking, visiting and following the pages.

Tweetdeck - <https://tweetdeck.twitter.com/>



There will be scheduled daily tweets that will go out on Twitter with daily reoccurring events and messages going on throughout the day. These will need to be posted out by the communications team on Facebook at the same time. See these outlined in the schedule highlighted in green.

Twitter-

The aim of the Twitter page is to keep the families of Sandbach Primary Academy up-to-date with:

- Events that their children can join in on e.g. Joe Wicks PE lessons and Ollie Turner music lesson.
- To keep reminding families of the class teacher email communication details
- To keep reminding families where to access their child's weekly work pack and the classes daily activity on our school website
- To signpost our families to relevant services and advice for families on: mental health support, crisis numbers and current notices coming out of the DfE, NSPCC ect.

The main difference between the Twitter and the Facebook page is that with twitter on our 'news feed' we 'retweet' information that looks relevant to our families e.g. recourses, websites and fun activities for them to be doing at home. The recourses are then posted on our Facebook page also for our families that aren't on Twitter. This is normally done by copying the web link to a Facebook post if there is a web link or taking a screen shot of the post and putting that on Facebook.

All of this constant communication gives our families that reassurance that we are still here, even if it is over the internet.

Key points to consider when posting:

- Ensure all communication is written in clear, accessible grammatically correct language, trying not to be ambiguous or unduly complicated.
- Be careful not to endorse anything profit making or be seen to be acting in any way that could be considered a conflict of interest.
- Do not respond to any Direct Messages, or contact over social media. Ask anyone who wishes to make contact to email the Principal directly.
- Do not name staff, children or parents.
- Do not include photos of staff, parents or children without explicit permission
- If in doubt, don't.

Facebook -

The aim of the Facebook page is to keep the families of Sandbach Primary Academy up-to-date with:

- Events that their children can join in on e.g. Joe Wicks PE lessons and Ollie Turner music lesson.
- To keep reminding families of the class teacher email communication details



- To keep reminding families where to access their child's weekly work pack and the classes daily activity on our school website
- To signpost our families to relevant services and advice for families on: mental health support, crisis numbers and current notices coming out of the DfE etc.

Media	Daily Communications
Facebook	<p>8.30 - Morning message e.g.' Good morning all our children and families of SPA! We hope you are all well today. Please remember all learning resources are on your child's class page on our website ☺ http://www.sandbach-pri.cheshire.sch.uk/classes</p> <p>8.50 – reminder for Joe Wicks – https://www.youtube.com/user/thebodycoach1</p> <p>Link to class pages to go up - 'Don't forget to checkout your child's class page for today's Daily Activity. http://www.sandbach-pri.cheshire.sch.uk/classes</p> <p>10.50 - reminder for Ollie Turner - https://www.youtube.com/user/OllieTurner</p> <p>Any time between 8.30 and 3.30 - Reminder of class teacher email addresses – Please remember that if you have any questions or queries that you can get in contact with your child's teacher over email: eyfs@sandbach-pri.cheshire.sch.uk year1-2@sandbach-pri.cheshire.sch.uk year3-4@sandbach-pri.cheshire.sch.uk year5-6@sandbach-pri.cheshire.sch.uk</p> <p>10.00 – phonics reception - https://www.youtube.com/playlist?list=PLuGr6z2H2KNG4XgGr7UylwowlcDLr-T-k</p> <p>10.30 – phonics year 1 - https://www.youtube.com/playlist?list=PLuGr6z2H2KNGObda6B-T36vJIZYN06IOh</p> <p>1.00 -Link to afternoon story to listen to – You can look at many websites to find a childrens story: youtube, David Walliams, Michael Rossen</p> <p>Links to any resources spotted on the newsfeeds that are relevant</p>
Twitter	8.30 - Morning message e.g.' Good morning all our children and families of SPA! We hope you are all



	<p>well today. Please remember all learning resources are on your child's class page on our website ☺ http://www.sandbach-pri.cheshire.sch.uk/classes</p> <p>8.50 – reminder for Joe Wicks – https://www.youtube.com/user/thebodycoach1</p> <p>Link to class pages to go up - 'Don't forget to checkout your child's class page for today's Daily Activity. http://www.sandbach-pri.cheshire.sch.uk/classes</p> <p>10.50 - reminder for Ollie Turner - https://www.youtube.com/user/OllieTurner</p> <p>Any time between 8.30 and 3.30 - Reminder of class teacher email addresses – Please remember that if you have any questions or queries that you can get in contact with your child's teacher over email: eyfs@sandbach-pri.cheshire.sch.uk year1-2@sandbach-pri.cheshire.sch.uk year3-4@sandbach-pri.cheshire.sch.uk year5-6@sandbach-pri.cheshire.sch.uk</p> <p>10.00 – phonics reception - https://www.youtube.com/playlist?list=PLuGr6z2H2KNG4XgGr7UylwowlcDLr-T-k</p> <p>10.30 – phonics year 1 - https://www.youtube.com/playlist?list=PLuGr6z2H2KNGObda6B-T36vJIZYN06lOh</p> <p>1.00 -Link to afternoon story to listen to – You can look at many websites to find a childrens story: youtube, David Walliams, Michael Rossen</p> <p>Links to any resources spotted on the newsfeeds that are relevant</p>
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Other communications –

There may be other communications like new information the school receives that needs to be communicated to parents, information that class teachers want posted about work and other sorts of non-scheduled communications. These are to be put onto our social media pages and will be communicated from: Megan Dixon and/or Jo Ashcroft and class teachers.



Appendix 2 - The Aspire Educational Trust Guidance for Safety in Remote Online Video and Telephone Communication with Pupils and Parents

The Aspire Educational Trust Guidance for Safety in Remote Online Video and Telephone Communication with Pupils and Parents

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Introduction

Remote recorded video lessons allow teachers to deliver content to children. These can be delivered live or these can be pre-recorded, or recorded during the live session and watched later by a pupil who has missed a session or to allow the time of learning to be more flexible. These can take place on a one-to-one basis or in a class scenario where each child accesses the lesson via a secure video link.

These can be developed further to include live teacher-student interactions – to allow teachers to maintain face to face interactions with students in remote lessons via webcam. There is also scope in some of the software for a class 'chat' during the session, screen sharing and live annotations to ensure teachers can build a collaborative environment.

In all elements of our work online in schools, the safety of pupils, staff and our wider community is paramount and must be considered carefully. It is with this in mind, in a rapidly changing educational landscape, that this guidance is being developed by the Trust.



What is the expectation on schools to deliver online learning via video?

In England, the Department for Education (DfE) has no expectation that teachers should livestream or pre-record lessons. Schools should consider the approaches that best suit the needs of their pupils and staff (DfE, 2020). If you do plan to record or livestream lessons via an online platform, you need to assess any risks and take appropriate actions to minimise harm. This guidance is designed to support you in that.

Considerations for your school when embarking on use of video as a vehicle for communication with families and learning

Expectation - There is no expectation from Department of Education or Trust for schools to use video technology – it is a school based decision.

Research - consider what the latest research is saying about the impact of the activities you are considering to support your decision making – see EEF website

Safety of staff and pupils - Should you wish to use video technology this guidance has been designed to support you in keeping staff and pupils safe

Technology - What technology and Internet connection speed will be required for everyone to participate (e.g. devices). It is important to consider that not all students will have access to technologies that will enable them to participate in online classes. What solutions can you provide to enable them to continue learning? Loan device? Posted assignments? Phone calls with staff?

Consider activities carefully when planning – online access within school will have internet content filtering systems in place that are unlikely to be replicated in the home environment.

If you are running live sessions, how will you respond to technical glitches that can distract from the smooth running of a call?

Charges for families and staff - Be careful that staff and children don't incur surprising costs, e.g. mobile data access charges - (video utilises significant amounts of data).

Devices - We would strongly recommend that staff avoid using personal devices and should only use school provided equipment



What online platforms can I use?

Staff should communicate with parents or pupils using Trust approved channels. It is not appropriate to talk to parents or children using their personal Facebook accounts, using personal email addresses or phone numbers. Similarly, it is important to set up school accounts for any online platforms you use (not to use teachers' personal accounts).

There are some safety concerns around the use of other platforms such as YouTube or Facebook Live, even when used with restricted settings for sharing, and these should ideally not be used. For example, although YouTube can be set to a restricted audience, the video will end recommending other similar content to a viewer that will not have been approved by school and may not be suitable. In addition, although the link has been sent to a restricted audience, it can be copied and sent to a wider audience, thus removing the security.

The Trust approved platforms include Microsoft Stream, Vimeo, Microsoft Teams, Cisco WebEx Meetings and Google Meet. These can all be used, following guidance for safety, to both record lessons for sharing at a later date and for live lessons. Should you wish to use other platforms, please discuss with the Trust Safeguarding lead before proceeding.

At the end of this guidance document are some 'How to...' guides to support staff in use of Google Drives (including the features of G Suite for Education (e.g. Google Classroom and Google Meet)) and for Office 365 Education (including Microsoft Teams).

When considering recording videos to share, Microsoft suite now include a product called Microsoft Stream which locks down permissions for sharing. In addition, there is a product called Vimeo which is simple to use and has additional security that does ensure your videos have more secure privacy. Vimeo has a cost of £6 per month.

Please see following link for advice from a Safeguarding Consultant that helps to explain the safety features we need to be looking for in a product. <https://vimeo.com/411516917> (and why You Tube is unsuitable)

With this guidance for support it is vital that a designated member of staff within school risk assesses the technology used for all remote learning, including pastoral support prior to use, ensuring that there are no privacy or safeguarding issues or scope for inappropriate use. Staff must have completed basic online safety training (available from the Trust) as well as receiving specific product feature training to ensure they understand the product features that will maximise security.

The school should ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.



Consent

Before undertaking any form of video conferencing, make sure parents, carers and children understand the benefits and risks of online lessons and get written consent for children to be involved. Always use parent's or carer's email addresses for any invitations to online learning, ensuring their consent for the activity. School should also communicate with parents in writing about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure and the steps the school is taking to keep their child safe online. See Annex A of this guidance for a model consent form.

Setting up your Security for Online learning

Different platforms offer different security measures that should be considered when you schedule a session: -

- **Use parent's or carer's email addresses** for any invitations to online learning, ensuring their consent for the activity.
- **Password Protect** access to the meeting/ lesson and share with your students in a **separate email** to the lesson invitation so only those intended to join can access a virtual classroom.
- **Locking your meeting**/ virtual classroom/ lesson
- **Controlling screen sharing** so this can only be done by the host or at the invitation of the host
- **Enabling a waiting room** – so the participant joins into a waiting room and waits for the host to add them to meeting individually or all at once
- **Lock down or removing the chat** – to restrict in class chat or to not allow private messaging etc. within the chat
- **Remove a participant**
- **Disable join before host:** Students cannot join class before the teacher joins and will see a pop-up that says, "The meeting is waiting for the host to join."
- **Disable the video or mute/ unmute students**

Pictures or screenshots of a live lesson must never be shared on online.



Livestream and Recorded Lessons

Staff and pupils may not have used video conferencing services. Provide clear user guidance that explains how to use them securely, and check that the service works as described.

It is strongly advised that you ask your teachers to test that the video conferencing service is working before using it for real session. They should be familiar with how to use the security features listed below such as familiarising themselves with controls such as approving participants in the lobby, removing participants from the call and muting individuals.

Ideally it is advised a second member of staff be present to protect both the staff member and the children.

Teachers should:

- Only use platforms specified and authorised by senior managers
- Sit against a neutral background
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- Wear suitable clothing like they would for school
- Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen
- Language must be professional and appropriate, including any family members in the background. This is especially important if you are working from home
- Be clear that a classroom standard of behaviour is expected from all
- Be sensitive to the needs of individual students, including those with sight or hearing impairments, and children who may be sensitive to certain topics or issues that may arise during the livestream
- To treat the details explaining **how to join the meeting** as if it is as sensitive as the **meeting itself**
- Ensure they have a stable connection to avoid disruption to lessons, as far as is possible
- Always remain aware that they can be heard.
- Not meet children for 1:1s, groups only
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- **Give consideration to pupils arriving late and whether this will be allowed / how this will be managed.**
- Decide whether you'll let pupils use chat functions within the lesson. Like any chat function, it could lead to bullying, or be a distraction from learning.



In addition, it is worth agreeing ground rules; creating safe spaces and explaining these as the introduction to each session. Examples may be who can speak. If this is the first time that classes are delivered online, it may take some time in becoming familiar with the new environment.

Parents should be asked to ensure:

- Pupils are in a shared space in their house, rather than in their bedroom.
- Pupils dress in clothes suitable for school, whilst this does not need to be school uniform, it should be appropriate – as should the clothing of anyone else in the room at the time.
- Pupils behave as they would in school
- Who'll also be there - be mindful that other children might see or hear them and anything in the background. Alternatively, you might still want to ask for pupils to be on mute with webcams off, to cut risks.
- Pupils use the necessary equipment and computer programs as intended.
- Pupils and parents do not record, store, or distribute video material without permission.
- They have a stable connection to avoid disruption to lessons, as far as is practicable
- Pupils always remain aware that they are visible.
- Pupils know ways to report any concerns about behaviour whilst online

Pupils not using devices or software as intended will be disciplined in line with the Behavioural Policy.

Recording of Live Sessions

Ideally it is advised a second member of staff be present to protect both the staff member and the children.

It is advised that the staff member leading the sessions makes a recording so there's something to go back to later on if you need to, and keep a log of who's doing video calls, who participated and when. Check that parents are happy with you making recordings first – ensuring they are aware it is for school records only.

Staff should record, the length, time, date and attendance of any sessions held and overview of content. In addition, staff supporting remote learning must record whether any safeguarding issues were noted. If concerns were reported/observed, staff will record the detail of this and the date/time these were shared with the DSL as per normal safeguarding reporting processes.



Contacting children at home via Telephone or Video Call

Staff might need to contact children individually, for example to support a welfare check or to give direct feedback on a piece of home learning. **In all cases make sure parents are aware and agree to the communication.**

Staff should only contact children during normal school hours, or at times agreed by the school leadership team (DfE, 2020).

Make sure someone else at school is aware, and keep a record of the date and time of each call

Have a parent there at the child's end, and have the phone on speaker phone

Any one-to-one sessions, for example pastoral care meetings, should be risk assessed and approved by the school's leadership team (DfE, 2020). Make sure staff know what safeguarding measures to take if they are having a one-to-one conversation with a child.

Use parents' or carers' email addresses or phone numbers to communicate with children, unless this poses a safeguarding risk.

Use school accounts to communicate via email or online platforms, never teachers' personal accounts.

Make sure any phone calls are made from a blocked number so teacher's personal contact details are not visible. Either use an app like 3CX that will route calls through your school's number rather than their own, or block their number so parents don't see it. (Give parents a heads-up of what time you'll be calling if you're blocking numbers, so they're more likely to pick up.)

If possible, have another member of staff on the call. If this isn't possible, discuss with SLT recording the call, with parents' permission. Explain you're recording for school records only.

If staff members are accessing families' contact details at home, ensure they comply with the Data Protection Act 2018.

Parent Contact with School

Each school are responsible for communicating with parents their approaches for contacting staff and when they'll get replies.



Safeguarding

Online or offline, effective Safeguarding requires a whole-school approach. Planning for online or distance learning activities should include the school's safeguarding team as part of the planning process. Ensure online tuition follows best practice (e.g. 2 members of staff involved) and is in-line with the School's Safeguarding Policy.

Remind all your staff of your safeguarding and child protection policy and procedures.

Staff need to follow the trust staff code of conduct which includes [Guidance for safe working practice](#) for professionals working in education settings. This guidance is also part of each school's child protection policy. All staff should have confirmed via Compliance Manager that they have read both these key documents.

Check that everyone is able to contact your nominated child protection lead and deputy if they have any concerns about a child. This may be because:

- a staff member sees or hears something worrying during an online lesson
- a child discloses abuse during a phone call or via email.

Remind students of who they can contact within the school for help or support.

Your nominated child protection lead should keep a note of any contact numbers they may need while the school is closed, for example children's social care and the local police.

In addition, during the period of remote learning, the school are advised to maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.
- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
- Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
- Direct parents to useful resources to help them keep their children safe online.

The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.



‘How to....’ - Detailed Guidance for Google Drives – including the features of G Suite for Education (Google Classroom and Google Meet), Office 365 Education including Microsoft Teams and WebEx Meetings

Using Google Drives, including the features of G Suite for Education (e.g. Google Classroom and Google Meet)

If teachers are uploading resources to an *open* Google Drive

Make sure there's nothing that can identify pupils in the resources, like their names or comments addressed specifically to them, as anyone with the link can view what's in an open Drive.

Note: if you're using a Google Drive as part of G Suite for Education, you don't need to worry about this. By default, your school's Google Drive will only be visible to users in your school.

If you're using Google Classroom to set work and communicate

Decide:

- Whether you'll allow pupils to post and comment in the communication 'Stream', or disable this function for them (see below)
- What they can talk about in posts and comments, if allowed to

(If you disable pupil comments in the 'Stream', pupils will still be able to respond to feedback from their teacher on work they've handed in – they just won't be able to post on the 'Stream' page.)

To disable pupil comments in the 'Stream':

1. Open your class in Google Classroom
2. Click 'Settings' (the cog icon)
3. Scroll down to 'General'
4. Click the drop-down option to the right of 'Stream' and select 'Only teachers can post or comment'
5. Click 'Save'

If you allow pupils to comment, tell them they should only talk about school work in the 'Stream' and that you may 'mute' them, i.e. stop them from posting or commenting (see below), if they post anything that's inappropriate or bullying in nature.



Give parents the chance to opt out of their child posting in the 'Stream' too. If they opt their child out, mute them.

To 'mute' a pupil:

1. Click on a class in Google Classroom
2. Click 'People'
3. Next to the pupil you want to mute, check the box
4. Click 'Actions' > 'Mute'
5. Click 'Mute' again to confirm

To delete inappropriate or bullying posts or comments (you'll still be able to view them if you need to use them as evidence – see below):

1. Go to the class
2. Find the post or comment you want to delete
3. Click 'More' (the 3 dots) > 'Delete'
4. Click 'Delete' again to confirm

To view deleted posts and comments:

1. Go to the class
2. Click 'Settings' (the cog icon)
3. Next to 'Show deleted items', click 'Show' to toggle on
4. Hide the deleted items again by clicking 'Hide' to toggle off
5. Click 'Save' to save your changes and return to the 'Stream' page

If you're using Google Chat and Google Meet

Decide whether you'll let pupils communicate in Google Chat (previously called Google Hangouts). Like any chat function, it could lead to bullying, or be a distraction from learning.

To turn off Google Chat, you need to be an administrator. From the Admin Console Homepage, go to:

1. Apps > G Suite > Hangouts Chat
2. Click 'Service status'



3. To turn chat off for everyone, click 'Off for everyone'
4. Click 'Save'

This will turn off the chat function for everyone – staff and pupils. If you just want to turn it off for pupils, follow the more intricate steps [here](#) (particularly step 5).

To record in Google Meet: (You'll need to be using the computer version of Meet to record.)

1. In the meeting, click 'More' (the 3 dots) > 'Record meeting'
2. Wait for the recording to start
3. When you finish, click 'More' > 'Stop recording'
4. Click 'Stop recording' again to confirm
5. Wait for the recording file to be generated and saved to the Meet Recordings folder. The meeting organiser and the person who started the recording will also get an email with the recording link

If you're using Google Meet for live streams

In 'view-only' Google live streams, pupils will be automatically muted and won't be visible, so you don't need to worry about what other adults in their homes might do that gets caught on camera.

If you schedule meetings in Google Calendar or Gmail, pupils won't be able to rejoin once the final attendee has left. This means pupils won't be able to rejoin for their own private calls.

Using Office 365 Education (e.g. Microsoft Teams)

The following link explains how to set up a meeting using Teams.

https://www.hertsforlearning.co.uk/blog/how-use-microsoft-teams-education-how-set-video-calls-people-outside-your-organisation?fbclid=IwAR32vkt3oLnYTFwPyKvdjotZYk2zaowYiSCma0y_qWDcMHjGN1jpWYFqAC4

This will generate an email invitation to all invited attendees, containing a link via which they can join the meeting.



If you're using Microsoft Teams decide whether you'll let pupils use chat in Microsoft Teams.

Like any chat function, it could lead to bullying, or be a distraction from learning.

To disable chat for pupils, you need to create a 'messaging policy' in Teams and then assign it to pupils.

First, create your new messaging policy:

1. Log in to the Microsoft Teams admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click 'New policy' and give it a name (e.g. 'Disable chat')
4. Select the 'Chat' setting, and turn it off
5. Click 'Save'

Then, assign this policy to pupils:

1. Log in to the admin centre
2. Click 'Messaging policies' on the left-hand side
3. Click on the policy you've just made, then 'Manage users'
4. Search for the user you want to add, click on their name, and then click 'Add'
5. Repeat step 4 until you've added all of your pupils
6. Click 'Save'

To record in Microsoft Teams:

1. In the meeting, click 'More options' (the 3 dots) > 'Start recording'
2. Wait for the recording to start (you'll get a notification saying 'Recording has started')
3. When you finish, click 'More options' > 'Stop recording'
4. Wait for the recording to be saved in Microsoft Stream (whoever started the recording will get an email notification when it's ready to watch)

If you're using Microsoft Teams for live streams

To record a live event in Teams, check the 'Recording available to producers and presenters' setting when you schedule your live stream. You can make the recording available for pupils too, by checking 'Recording available to attendees'. The recording will be available for 180 days after the event ends.

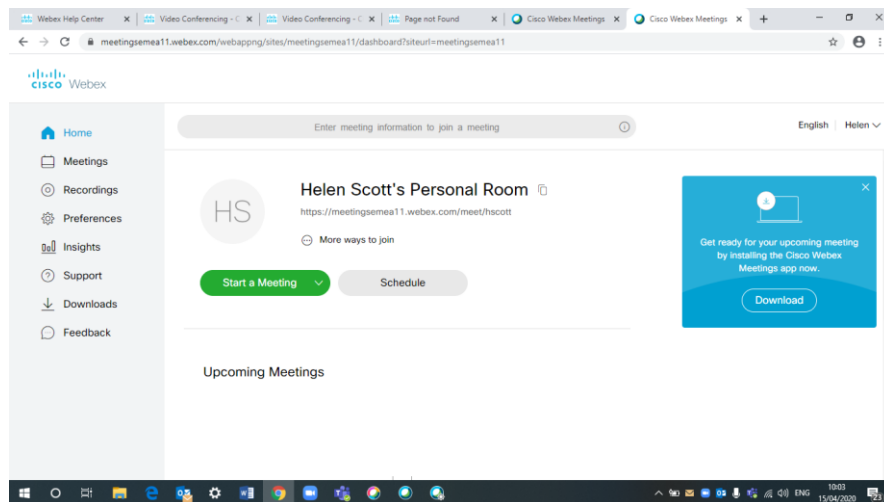


To disable chat for pupils, uncheck the 'Q&A' setting when you schedule your live stream.

Using Cisco WebEx Meetings

To host a meeting in a WebEx meeting you need a different APP – called WebEx Meetings. This, like WebEx teams can be downloaded to a PC (it can be downloaded to a mobile but the functionality is limited). You will need your own WebEx site. To create a site go to <https://www.webex.com/> and click on 'start for free'. Once you sign up you will receive an email that includes your own WebEx site. From your site you can start meetings immediately or schedule them.

Go to your site – and check you are on modern view (icon towards top right)



Your screen will look like this.

It is safer to schedule a meeting than to start one. Click the 'schedule' button.

- Make sure your meeting title is generic, not identifying an individual/ confidential info
- Make a note of your password – you will need to send it separately to participants
- Enter attendees as prompted on screen
- Click the drop down for 'show advanced options'
- Then click scheduling options
- Make sure you tick the 'exclude password' box – for added security this will now NOT send the password with the invite; you will have to send it separately.
- Make sure also that nobody can join before the host (you)



- By default, participants cannot video the meeting and you cannot change this – only you would have that facility.
- Minutes may be taken as would be at a LAC.
- You can use the meeting options and attendee privileges to suit you

To participate in a WebEx meeting – there are 2 options.

- 1) You need to go to the WebEx website <https://www.webex.com> and click 'join'. The screen will prompt the participant to ensure a meeting number and access code that you have sent to them – in separate emails as explained above - inviting them to the meeting.
- 2) The participant can download the APP – they can then click 'join meeting' in the email you sent them and they will be asked for the password

Some useful links for further guidance

<https://help.webex.com/tutorial/section/Cisco%20Webex%20Meetings>

<https://www.youtube.com/watch?v=5WyiTZEIS8>

Please ensure best practice is followed for secure meetings. Cisco produce guidance which should be used to ensure security.

https://support.webex.com/LocalizedUpgrades/2014/bestpractices/best_practices_for_secure_meetings_admin.pdf

<https://help.webex.com/en-us/8zi8tq/Cisco-Webex-Best-Practices-for-Secure-Meetings-Hosts>



Security that must be adhered to for devices used.

Guidance here is taken from <https://secure.school/>. We strongly recommend that school-issued devices, set up by trained professionals are used where possible. Allowing staff to use their own devices can introduce significant cyber security and data protection risks. This is because the technology used on personal devices can differ greatly to that used on technology designed and set up securely by IT departments and service providers. Some of these risks will expose the school to cyber-attacks. Others can expose the school to fines and other consequences of data breaches.









Where this is not possible, for example where a school device fails, the school need to ensure the following safety information has been shared with meeting participants and that they have actioned the guidance within it.

1. Antivirus – it is crucial that antivirus software is installed and up to date

Antivirus is software that is designed to detect, stop and remove viruses and other kinds of malicious software (malware). Malware can harm your devices and the data stored on them by:

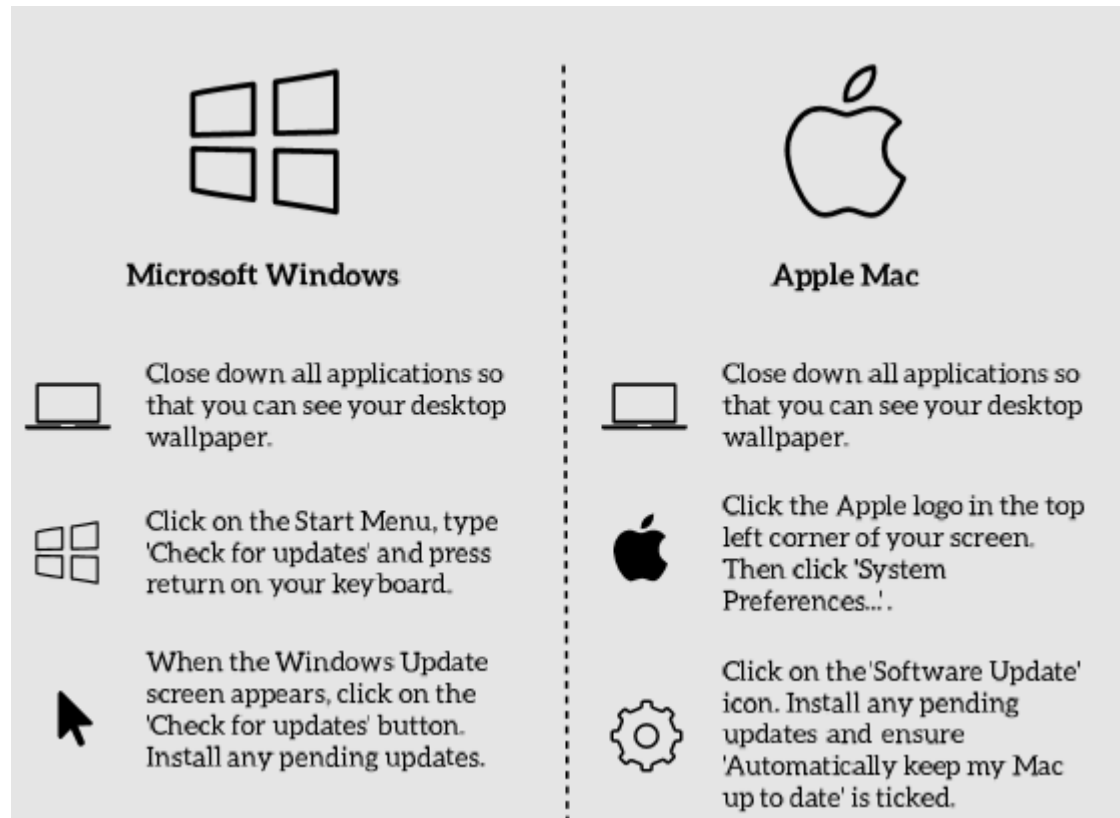
- Stealing your data
- Making your data inaccessible
- Erasing your data
- Infecting other devices



 Microsoft Windows	 Apple Mac
 Close down all applications so that you can see your desktop wallpaper.	 Close down all applications so that you can see your desktop wallpaper.
 Click on the Start Menu, type 'windows security' and press return on your keyboard.	 On your keyboard, press command-shift-A keys together to bring up the list of installed applications.
 Take a look at the 'Virus & threat protection' section. A green tick means antivirus is installed and updated.	 We've gathered a list of well-known antivirus products . Check if any of these are in your installed applications.

2. The operating system must be up-to-date

Companies that make the main software for your computer, such as Microsoft and Apple, regularly release updates (called patches) that fix security vulnerabilities. We call the process of installing these updates patching. Patching is the single most important thing you can do to secure your devices. Most of the time updates will install automatically. Sometimes though, this isn't the case and therefore it's important to perform a manual check



3. Ensure that the device has a strong password, passcode or PIN

Passwords, passcodes and PINs are secrets that only the user of a device should know. They are used to prevent unauthorised access to devices and the data stored on them. It's important that strong passwords are used on devices to protect against password-type attacks.

If you've used a password before, there is a chance it has already been compromised.

If you re-use the same password across multiple device or online accounts, if a cybercriminal finds out your password, they have access to them all










How to Create the Password

Be creative and think of three random words. Add a number and a special character. eg. BeatCanvasSand29@

How to Set the Password











If you don't currently need a password to access your device, or you've used your device's password for anything else, set the new password

 Microsoft Windows	 Apple Mac
 Close down all applications so that you can see your desktop wallpaper.	 Close down all applications so that you can see your desktop wallpaper.
 On your keyboard, press ctrl-alt-del at the same time. Click 'Change a password'.	 Click the Apple logo in the top left corner of your screen. Then click 'System Preferences...'.  Click on the 'Users & Groups' icon, select your account under 'Current User' on the left and click on 'Change Password...'
 Enter your old password (leave blank if there was no password before). Enter the new, strong and unique password into the 'New password' box and once again in the 'Confirm password' box. Press return on your keyboard.	 Enter your old password (leave blank if there was no password before). Enter the new, strong and unique password into the 'New password' box and once again in the 'Verify' box. Click 'Change Password'.

4. Check that the device has a firewall enabled

Devices that can connect to networks often come with software that prevents unauthorised connections. This software is called a firewall. A firewall can stop cybercriminals from connecting to your device and can help protect against the spreading of malware. Most of the time, the built-in firewall is already enabled. However, for various reasons it is sometimes disabled, leaving the device at risk.



 Microsoft Windows	 Apple Mac
 Close down all applications so that you can see your desktop wallpaper.	 Close down all applications so that you can see your desktop wallpaper.
 Click on the Start Menu, type 'windows security' and press return on your keyboard.	 Click the Apple logo in the top left corner of your screen. Then click 'System Preferences...'.
 Take a look at the 'Firewall & network protection' section. A green tick means your firewall is enabled.	 Click on the 'Security & Privacy' icon, then the 'Firewall' tab. If the Firewall is turned off, click 'Turn On Firewall'.

Useful links and further relevant resources

Online safety

Children and young people are likely to spend more time online due to social distancing. Talk to them regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them.

> [Find out more about e-safety for schools](#)

> [Take our online training about keeping children safe online](#)

Some helpful resources for Parents

- A4 [poster of top tips](#) for parents to keep their children safe online during corona closures (there are video explainers on [Twitter](#) or [Facebook](#)).



- [Video chatting: a guide for parents and carers of Primary Aged Pupils](#)
- A new DigiSafe Daily downloadable worksheet is available every day during term time at digisafedaily.lgfl.net for parents or teachers of primary pupils to download and use at home.

NSPCC - <https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely>

Video conferencing services: security guidance for organisations

<https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidance-organisations> reviewed April 2020

For office 365 products - <https://www.ncsc.gov.uk/collection/saas-security/product-evaluations/office-365>

For g-suite products <https://www.ncsc.gov.uk/collection/saas-security/product-evaluations/g-suite>

NCSC Poster – Video Conferencing, using services securely – click the image to link to the PDF which may be useful for staff and parents

Video conferencing
Using services securely

The COVID-19 lockdown means many of us are now using video calls to stay in touch with family, friends and work colleagues. If you're new to video conferencing, the tips below will help you to stay safely. Even if you're familiar with video conferencing, you should take a moment to review how you're using it.

What is video conferencing?

Video conferencing is a live audio and video conversation between 2 or more people in different locations, conducted using phone, tablet, laptop or desktop computer.

Many devices have video conferencing functionality built in (such as Apple's FaceTime and Google's Duo), and many popular apps also provide this service (such as WhatsApp, Zoom, and Facebook). There are also standalone video conferencing apps that you can download; popular ones include Zoom, Skype, Houseparty and Microsoft Teams. For more information about the security features of a specific video conferencing service, please refer to the service provider's official support site. The service provider's website can also help if you have any problems whilst using the service.

1. Downloading video conferencing software

- If using standalone video conferencing software, only download it from trusted sources (such as Apple's App Store or Google Play), or from the service provider's official website.
- Use tech websites and other trusted sources to research what app is right for you. The 'free' version of a video conferencing service will provide good enough security for personal use, provided you've set it up correctly.
- Check the privacy settings. You should make sure that you understand what (if any) data the service will access during operation. You may have the option to opt out of sharing data.

2. Setting up video conferencing services

- Make sure that the password for your video conferencing account (or for the device or app you are using for video conferencing) is different to all your other passwords, and difficult for someone to guess. If available, set up two factor authentication (2FA) for the account (and for your device and other apps, if available).
- Test the service before making (or joining) your first call. Check that your microphone and camera work and that your internet connection is fast enough. Learn how to mute your microphone and how to turn off the camera.
- Many services allow you to record the meeting, share files, or show what is on somebody's screen. Find out how to tell if the call is being recorded.

3. Hosting and joining calls

- Do not make calls public. Connect directly to the people you want to call using your contacts/address book, or provide private links to the individual contacts. If possible set up the call so that a password is required to join.
- Consider using the lobby feature to ensure you know who has arrived. Make sure people are who they say they are before they join the call; the password function described above can help with this.
- Think about what your camera shows when you're on a call. Would you want to share that information with strangers? Consider blurring or changing your background - you'll find instructions on how to do this on the support website for your video conferencing service.

4. Keep all devices and applications up to date

- Make sure that all your devices and applications (not just the video conferencing software) are kept up to date. Applying software updates is one of the most important things you can do to protect yourself online.
- Update all the apps (and your device's operating system) whenever you're prompted. It will add new features and immediately improve your security.

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www.ncsc.gov.uk @NCSC National Cyber Security Centre @cyberhelpline

The UK Safer Internet Helpline includes further useful guidance for schools - <https://swgfl.org.uk/services/professionals-online-safety-helpline/>



The Edublogger - a useful blog giving insight into how educators around the world are approaching school closures. The blog has compiled, curated, and built on some common themes and ideas to create this extensive guide.

<https://www.theedublogger.com/teaching-online-school-closures/#video>

The Education Endowment Foundation

<https://educationendowmentfoundation.org.uk/covid-19-resources/best-evidence-on-supporting-students-to-learn-remotely/>

[https://educationendowmentfoundation.org.uk/public/files/Campaigns/Distance Learning Rapid Evidence Assessment Protocol.pdf](https://educationendowmentfoundation.org.uk/public/files/Campaigns/Distance_Learning_Rapid_Evidence_Assessment_Protocol.pdf)

There is also a review on the Early Intervention Foundation website – a webinar too <https://www.eif.org.uk/report/covid-19-and-early-intervention-evidence-challenges-and-risks-relating-to-virtual-and-digital-delivery>



Name of pupil:	
Name of parent:	

Consent to participate in video conferencing

School is developing new ways of working to provide children with engaging learning opportunities, especially at times when they may need to be learning at home. There are occasions where we believe it is in the best interests of your child to learn collaboratively with their classmates and teachers, using video conferencing. We will only ask your child to participate in video conferencing with your consent.

The online safety of your child is our priority. Sandbach Primary Academy follows the guidance set out by The Aspire Educational Trust for safety in remote online video and telephone communication with pupils and parents. This guidance has been developed following expert advice from organisations such as DfE, NSPCC and UK Safer Internet Centre and can be found on our website by clicking this link

The video platform the school will be using is Microsoft Teams

How we will keep your child safe

- The technology we use will have been risk assessed by the school prior to setting up any video conferences.
- Video conferences will only be hosted on school accounts and devices.
- Staff who are hosting meetings will have completed online safeguarding training and received training to understand the platform features that maximise security.
- Meetings will be set up with the recommended level of security as detailed in the trust guidance.
- There will be no 1:1 video conferencing.
- Your child will always be invited to join a secured meeting using the e-mail address we have for you as their parent. We ask you to keep the invitation information confidential and request you do not share it with others.
- We will inform you of the intended activity when we invite your child to attend a conference.
- Staff will agree the ground rules for creating a safe online space at the start of each video conference. This will include reminding children not to share private information and who they should tell if they see or hear anything upsetting or inappropriate.
- We may record the meeting so that the session can be reviewed if there is a need to. Recordings are strictly for the school's use only. The lawful basis for recording and retaining the meeting is public task as it is solely for the purposes of safeguarding children.
- Recordings will be kept securely for one month after the event in accordance with our data protection and records management policies. Recordings will only be accessed by authorised staff.
- **Pictures or screenshots of a live lesson will not be shared on online.**
- A log of the content overview, date, time and participants of all video conferences will be kept.



How you can keep your child safe

We ask you to ensure:

- Your child is in a shared space in your house, rather than in their bedroom.
- Your child is dressed in clothes suitable for school, whilst this does not need to be school uniform, it should be appropriate.
- Your child is reminded to behave as they would in school.
- You check there is nothing in the background that may be distracting or private.
- You check your internet connection is secure.
- You or your child do not record, store, or distribute video material without permission.

Providing your consent

The school will only invite your child to attend a livestream video conference with your consent.

This form is valid for participation in all video conferences until your child leaves our school.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional video conference platform will be used.
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil should not participate in livestream video conferences.
- Changes to parental consent.

Parents have the right to withdraw their consent at any time. Where you would like to amend or withdraw your consent, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly.

Please read the information above thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No'.

I provide consent for:	Yes	No
My child to participate in livestream video conferences		

Declaration

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why **Sandbach Primary Academy** uses livestream video conferencing.
- The safeguarding measures school will take.
- The safeguarding measures I will take.
- I have provided my consent above as appropriate, and the school will involve my child in livestream video conferencing in line with my requirements.



- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name of parent: _____

Signature: _____

Date: _____





Appendix 3 Sandbach Primary Academy Online agreement.

Guidelines to parents and pupils: Live video conferencing.

Sandbach Primary Academy will be using live video conferencing to maintain contact with pupils whilst they are not in school during this period.

Please note that by joining any conference that is hosted by the school you are agreeing to all of the following. We will assume that if you join any conference you are aware of the information below and consent to it.

- o Parents who have not given the school permission to use images of their children on the school website or in social media should not allow their children to participate in web conferences.
- o Video conferences must not be recorded by parents via any recording software or screen grabs. School will record conferences. Recordings are strictly for the school's use only. The lawful basis for recording and retaining the meeting is public task as it is solely for the purposes of safeguarding children.
- o Recordings will be kept securely for one month after the event in accordance with our data protection and records management policies. Recordings will only be accessed by authorised staff.
- o Codes for joining meetings will only be sent to you via email. These will never be published publicly.
- o Parents should always be in the same room as the conference whilst it is taking place and all parents should give their permission to join the conference.
- o Parents and pupils must remember that if you join the web conference then other participants will be able to see you on their screens. Please note that conferences are being held for the benefit of the children. It would be inappropriate for parents to ask things of the school staff in this public forum. This should be done in private via email or by phoning the school.
- o Anyone using any inappropriate language or displaying any inappropriate behaviour
- o (including unsuitable clothing), will be immediately removed from the conference and will not be allowed to take part in any future events. Remember that things happening in the background can be seen and heard. As this is a school conference, you must make sure that you are adhering to the school code of conduct.
- o School will not be liable to pay any internet or data charges which result from the video conferencing.



Parents have the right to withdraw their consent at any time. Where you would like to amend or withdraw your consent, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly.

Please read the information above thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No'.

I provide consent for: Yes No

My child to participate in livestream video conferences

Declaration

I, _____ (name of parent/carer), understand:

- Why my consent is required.
- The reasons why Sandbach Primary Academy uses livestream video conferencing.
- The safeguarding measures school will take.
- The safeguarding measures I will take.
- I have provided my consent above as appropriate, and the school will involve my child in livestream video conferencing in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name of parent/carer _____ Email _____

Signature _____ Date _____



GDPR compliance:

Teachers must record live video conferences hosted by school, in line with GDPR compliance. Recordings will be stored for 1 month in a secure place (Sharepoint).

Guidelines for members of staff:

- No member of staff should feel obliged to host an online video conference. This is entirely your choice and you should only do this if you are comfortable with this. You may wish to turn off video if this function is available and speak to the child instead.
- The following video platform will be used; Microsoft Teams
- Personal information should not be given out or discussed.
- You should make every effort to avoid using personal devices to host a conference. Please use equipment issued by the school wherever possible.
- Conferences must never be carried out in a 1:1 basis with a pupil. If you launch a conference and only 1 pupil joins, then please terminate the conference.
- Do not use the conference to discuss individual pupil matters with parents. That must be undertaken either through email or through a telephone conversation.
- Conferences will be recorded. You can do this in the settings before you start the meeting.
- Staff should only contact children during normal school hours, or at times agreed by the school leadership team (DfE, 2020).
- Staff should make a record of all video conference calls with the date and time the conference took place, which member of staff joined with them etc.

Technology is a good way to maintain face to face contact and we feel that this will be extremely beneficial for our pupils and families. However these rules are essential for the safeguarding and safety of staff and pupils and as such have to be a priority.

For much more in depth guidance please refer to the Aspire Educational Trust policy;

‘The Aspire Educational Trust Guidance for Safety in Remote Online Video and Telephone Communication with Pupils and Parents’