



Livestreaming Video for Lessons to Children v1 12 May 2020

- Only use a school approved managed system. As of May 2020 this is Google g-suite Classroom Meet.
 - Only use school registered accounts.
 - Only use a school issued device unless there is no alternative, in which case ensure that best practice is followed (single user, encrypted, strong passwords, antivirus/system up to date).
 - Ensure you understand how the system works. Practice first and test how to use it.
 - Limit livestream. Consider whether a pre-recorded streamed video or other option would be better for the lesson objective.
 - Only livestream during normal agreed hours 09:00 – 15:00 unless by prior written agreement with the Head Teacher or Deputy Head Teacher.
 - Livestream lessons must be limited, timetabled in advance and records kept.
 - Ensure that there is always a second teaching staff member present in the lesson at all times e.g. this could be a teacher with a teaching assistant. If you really think this is not possible, seek permission from the HT / DHT and the parent / carer and request that the parent / carer stays in the room.
 - The same standards of professional dress and behaviour as in school are expected from staff.
 - Ensure you present from a quiet neutral area with no personal information/items on display.
 - At the start of each lesson, set ground rules and remind everyone that Acceptable Use, safeguarding and reporting Policies apply as normal.
 - Consider that children may not be in a quiet safe space; especially those with SEND and CP needs, and that parents/carers/others may be present.
 - You should not record any lessons or video meetings unless agreed with the HT or DHT in advance, including the reason for this. Any recording must have the permission of the parent/carers as part of the GDPR data collection/use agreements and AUP.
 - Before any session starts, ask parents and pupils to not record from their end. If they request to do so and give a valid reason that you are comfortable with, tell them that the recording must be for personal use only and not be forwarded on to other parties.
 - Any recordings must be only be kept for the specified prior purpose and deleted as soon as possible in accordance with GDPR.
 - You must comply with all existing safeguarding, e-safety, copyright and data policies.
 - When you have finished the lesson, ensure everyone has left before closing the session to prevent children staying in the meeting or re-joining.
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- DfE [‘Safeguarding and remote education during coronavirus \(COVID-19\)’](#)
 - The Education People: [‘Safer remote learning during Covid-19: Information for School Leaders and DSLs’](#)
 - SWGfL: [Safer Remote Learning](#)
 - LGfL Poster: [Safe-Lessons-by-Video-and-Livestream.pdf](#)
 - LGfL: [Coronavirus Safeguarding Guidance](#)
 - NSPCC: [Undertaking remote teaching safely](#)
 - Safer Recruitment Consortium: [‘Guidance for safer working practice for those working with children and young people in education settings Addendum’](#) April 2020