



## Holly Park School

# Live Online Home learning Sessions Policy

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### **Statement of intent**

At Holly Park, we understand the need to continually deliver high-quality education, including during periods of remote education – whether for an individual pupil or for many. We recognise the importance of maintaining high expectations in all areas of school life and ensuring all pupils have access to online lessons where required.

Through the implementation of this policy, we aim to address the key concerns associated with live online sessions, such as: systems and technology, safeguarding, conduct, and accessibility.

This policy aims to:

- Minimise the disruption to pupils' education and delivery of the curriculum.
- Ensure provision is in place so that all pupils have access to high-quality lesson content.
- Protect pupils from the risks associated with using an online lesson platform through the internet.
- Ensure staff and pupil data remains secure and is not lost or misused.
- Ensure robust safeguarding measures are in place during live online lessons.
- Ensure all pupils have the provisions required to take part in live online lessons.

It is our intention to use weekly online Google Meets in order to facilitate social interaction, assess the learning taking place, discuss issues and celebrate success. There may be some circle time activities and wellbeing and PHSE topics covered.

We will not be using live online sessions for teaching. This is in line with DFE, Ofsted, NEU and The Education Endowment Fund guidelines for primary schools.

None of the other five local schools within our partnership will be using live sessions for teaching.

Ofsted guidance 2021 states that:

*'Some think that a live lesson is the 'gold standard' of remote education. This isn't necessarily the case. Live lessons are not always more effective than asynchronous approaches.*

*There are some specific difficulties in doing live lessons. It can be hard to build in interaction and flexibility. This means that giving feedback can actually be less effective than when we use recorded lesson segments followed by tasks and feedback. Evidence suggests that concentration online is shorter than the length of a typical lesson..*

*Different approaches to remote education suit different types of content and pupils. Mixed models may be effective in some cases. For example, new content can be taught through a recorded lesson.*

Live teaching will not be made available during a period of closure. This decision has been made for several reasons, most importantly the following:

- Video streaming requires all students in every household to be online, separately but simultaneously, for long periods during the normal school day. Not all of our families have the hardware, and/or a sufficiently reliable internet connection to enable this to happen, nor do they have enough hardware for all their children to be online simultaneously.
- The above technology requirements also apply to our staff team.
- Also, even if sufficient numbers of staff are well at any one time many staff are also in a position whereby they are managing their teaching load alongside their own family commitments during normal working hours.
- There are also numerous issues relating to safeguarding and online learning. To give just one example, official guidelines recommend that ideally any streamed lessons should be delivered in teams of at least two staff. It is difficult to consider how this would be feasible for us, even at a limited level, in any circumstances.
- It is also not realistic to recreate a classroom experience for 30 children via video streaming. There is little scope for engagement, monitoring or meaningful interaction, all of which severely curtails the learning experience for children involved.
- It is not desirable for young children to spend hours every day in front of a screen, whether for education or recreational purposes, as it can have a detrimental effect on their sleep, concentration and wellbeing. Young children need a broad range of activities, with time spend outside wherever possible.

- Online lessons are not desirable as a tool for primary children, as the teacher-pupil interaction is not easily replicated in this way. The bulk of tasks should be flexible lists of activities that can be chosen by pupils and families to do at convenient times.
- Pre-recorded lessons are the Teaching Union's preference, as a great alternative to live lessons. They allow the teacher to explain key ideas and methods, modelling writing, maths, drawing and so on, and can be paused where necessary and watched at a time that suits the pupil and their family.
- Teachers teaching live from home, especially those with caring responsibilities can be very difficult.

There is NO requirement or expectation from Ofsted that there will be live teaching.

Many schools who have tried to teach live sessions to primary age children have scaled right back due to teacher stress and workload, internet connection problems and parental concern about the behaviour of many children in their homes, which becomes distracting for others and not conducive to learning for anyone. Many parents have recognised the benefits of a pre recorded session which can be played back again if necessary.

Whilst home education is a requirement, how it is done is not specified and is up to each individual school. Schools must do what is best for them - what is practical and suits staff capacity etc.

The NEU teaching union advice is that teachers should not do live lessons during any bubble closure or lockdown.

## **I. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- Data Protection Act 2018
- The General Data Protection Regulation (GDPR)
- Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Safeguarding and remote education during coronavirus (COVID-19)'
- DfE (2020) 'Keeping children safe in education'
- DfE (2017) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2020) 'School attendance: guidance for schools'
- DfE (2020) 'Remote education good practice'

This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Behavioural Policy
- Anti- Bullying Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Attendance and Absence Policy
- Online Safety Policy
- Staff Code of Conduct
- Pupil Code of Conduct
- ICT Acceptable Use Policy
- Technology Acceptable Use Agreement – Pupils
- Technology Acceptable Use Agreement – Staff
- Records Management Policy
- GDPR Policy
- Blended Learning Policy

## **2. Roles and responsibilities**

2.1. The governing body is responsible for:

- Ensuring that the school has robust risk management procedures in place.
- Evaluating the effectiveness of the school's remote learning arrangements.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the headteacher.
- Ensuring that online safety training for staff is integrated, aligned and considered as part of the school's overarching safeguarding approach.

2.2. The headteacher is responsible for:

- Ensuring staff, parents and pupils adhere to the relevant policies at all times.
- Ensuring that there are arrangements in place for identifying, evaluating and managing the risks associated with live online lessons.
- Ensuring that there are arrangements in place for monitoring incidents associated with live online lessons.
- Ensuring that the school has the resources necessary to carry out the procedures in this policy.
- Reviewing the effectiveness of this policy on an annual basis in conjunction with the governing body and communicating any changes to staff, parents and pupils.

- Arranging any additional training staff may require to support pupils with live online lessons.
- Conducting regular reviews of the live online sessions arrangements to ensure pupils' education does not suffer.
- Ensuring, in collaboration with the governing body, that the school's live online session arrangements follow the legal obligations regarding remote education, as outlined in the Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction, and the school's Blended Learning Policy.

2.3. Staff members are responsible for:

- Adhering to this policy at all times during periods of live online session usage.
- Reporting any safeguarding incidents and concerns to the DSL and asking for guidance as appropriate.
- Taking part in training to meet the requirements of this policy, including training on how to use the necessary electronic equipment and software.
- Reporting any defects on school-owned equipment used for live online lessons to the Computing leaders.
- Adhering to the Staff Code of Conduct at all times.

2.4. The SENCO is responsible for:

- Liaising with the Computing leaders to ensure that the technology used for live online sessions is accessible to all pupils and that reasonable adjustments are made where required.
- Ensuring that pupils with EHC plans continue to have their needs met during live online sessions, and liaising with the class teacher to make any alternate arrangements for pupils with EHC plans and IHPs.
- Identifying the level of support or intervention that is required while pupils with SEND take part in live online sessions.
- Ensuring that the live online session provision put in place for pupils with SEND is monitored for its effectiveness while remote learning is undertaken.

2.5. The DSL is responsible for:

- Attending and arranging, where necessary, any safeguarding meetings regarding live online lessons.

- Liaising with the Computing Leaders to ensure that all technology used for live online lessons is suitable for its purpose and will protect pupils online.
- Identifying vulnerable pupils who may be at risk if they take part in live online sessions.
- Ensuring that child protection plans are enforced if vulnerable pupils take part in live online sessions.
- Identifying the level of support or intervention required while pupils take part in live online sessions and ensuring appropriate measures are in place.
- Assisting teachers with all live online session planning to ensure the correct safeguarding measures are in place.

2.6. The DPO is responsible for:

- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that all computer programs used for remote learning are compliant with the GDPR and the Data Protection Act 2018.

### **3. Systems and technology**

- 3.1. Staff will be told to only download software for live online lessons from a trusted source,
- 3.2. The Computing leaders will research the providers the school will use for live online sessions, taking into account ease of use, privacy measures and suitability for the purposes of live online sessions. Where necessary, they will refer to government-approved resources, e.g. from the [National Cyber Security Centre \(NCSC\)](#) and from the [UK Safer Internet Centre](#), when selecting their recommended providers.
- 3.3. Teachers will review the DfE's list of [online education resources](#) and utilise these resources as necessary.
- 3.4. Staff will ensure privacy settings are adjusted appropriately on the provider's site or application.
- 3.5. Staff will ensure they understand how to mute the microphone and how to turn off their camera on their device.
- 3.6. The school will ensure all pupils due to attend live online sessions have access to equipment that will enable them to participate, e.g. a laptop and internet access.
- 3.7. Staff will ensure streaming and online chat functions are disabled for pupils.

- 3.8. Live sessions will not be used for teaching. Teaching will be done through video demonstrations accompanied by supporting explanation.
- 3.9. For PE lessons teachers will use video demonstrations accompanied by supporting explanation or refer to other materials easily available e.g Joe Wicks on TV. Pupils will be encouraged to take regular physical exercise to maintain fitness.

#### **4. Safeguarding**

- 4.1. Staff will always have due regard for the school's Child Protection and Safeguarding Policy whilst conducting live online lessons.
- 4.2. The planning of live sessions will always be carried out in conjunction with the school's DSL – staff asking questions as necessary.
- 4.3. The school will ensure the system used for live online sessions does not have a minimum age requirement above the age bracket of pupils attending the session.
- 4.4. Pupils will be reminded not to share private information through the live online session system by the teacher.
- 4.5. The teacher will remind pupils will not to respond to contact requests from people they do not know when using systems for live online lessons.
- 4.6. Pupils will be informed of the reporting lines, should they see or hear anything inappropriate during live online sessions. Pupils will be provided with the contact details of the DSL to report any concerns.
- 4.7. Staff will ensure all video and phone calls are not set to public, and meetings are protected with passwords. Meeting links and passwords will not be published publicly.
- 4.8. Staff will be reminded of their safeguarding obligations and will report any incidents or potential concerns to the DSL in line with the school's Child Protection and Safeguarding Policy.
- 4.9. The school will ensure that parents know what pupils are expected to do for a live online session, including the websites pupils will be asked to use and the school staff who pupils will interact with online.
- 4.10. The school will communicate the importance of online safety to parents, and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

- 4.11. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as the existing Child Protection / Safeguarding Policy directs. Where appropriate referrals should still be made to children's Multiagency Safeguarding Hub and when required, the police.

## **5. Personal data**

- 5.1. Staff will have due regard for the school's Data Protection Policy at all times whilst conducting live online lessons.
- 5.2. The school will communicate the details of how to access the live online lesson and any additional information regarding online learning to parents and pupils.
- 5.3. The school will provide pupils with login details for the chosen live online session platform to ensure no personal email addresses or usernames are used by pupils.
- 5.4. Staff will ensure data is only transferred between devices if it is necessary to do so for the purposes of live online sessions, e.g. to report anything serious that has taken place during the online session.
- 5.5. Any data transferred between devices will be suitably encrypted. Where this is not possible, other data protection measures will be in place, such as using initials of pupils instead of full names.
- 5.6. When recording a live session is necessary, prior permission will be acquired from parents in writing and all members of the live lesson will be notified before the lesson commences, and again once they have joined the live online lesson before recording commences.

## **6. Pupil conduct and expectations**

- The school will ensure that pupils are aware of the Acceptable Use Agreement – Pupils. This is contained in the admission pack which parents sign as they join the school.
- Pupils will be reminded that they should take part in live online lessons in an appropriate setting, e.g. a quiet space with a neutral background. Any devices should be used in communal areas of your home e.g. in your lounge or kitchen, **but not in bedrooms.**
- Pupils should attend sessions each week and be on time
- Pupils should have their cameras on at all times
- Pupils must wear suitable clothing.
- Pupils will be reminded not to record live online lessons on their devices. Screenshots or sharing of any footage is strictly forbidden.



- Pupils will be reminded not to speak during live online lessons unless they are prompted to do so or have a question about the lesson.
- Pupils will be reminded to adhere to the school's Behaviour Policy at all times during live online sessions, as they would during a normal school day.
- The school will ensure that any pupils who breach the code of conduct will be removed from online sessions and parents contacted.
- Pupils must keep their microphones muted during live video meet ups, until invited to unmute and speak by their teacher.
- A chat function will not be in use and the children should not attempt to write anything in chat.
- Any unacceptable behaviour during a live video meet up will be dealt with in accordance with the school's Behaviour Policy. Unacceptable behaviour may result in a child being asked to leave a meet up immediately.
- Pupils must leave the live video meet up immediately on being instructed to do so by their teacher at the end of the session.

### **Parent/ Carer Expectations:**

- Parents will be provided with a copy of the school Blended Learning Policy and the Live Online Session Home school Policy
- Parents will make sure their child attends the session and is punctual for all live sessions
- Parents/ carers must stay in the room with their child for the duration of the session but should NOT be seen on the screen by other children.
- Parents/ carers must ensure that their child wears suitable clothing, as should anyone else in the household who may pass by the screen.
- Language used by anybody in the household must be appropriate, including any family members in the background.
- Parents/careers will not use Google Classroom to contact a member of staff and will instead use the school office email address.
- Parents/ carers should refrain from interacting with the session. If you have any questions or queries about online sessions or online learning in general, please contact the school office by phone or by emailing [office@hollypark.barnet.sch.uk](mailto:office@hollypark.barnet.sch.uk)
- Parents/carers should contact the school's Designated Safeguarding Lead (Maria Michael) if they have any safeguarding concerns.

### **Staff conduct and expectations**

- Staff will be aware of the requirements set out in the Staff Code of Conduct and will ensure they understand their responsibilities with regard to conduct during live online lessons. All teachers will act in accordance with the expectations set out in

the school's Staff Handbook and the Staff Code Of Conduct document.

- The school will ensure that staff read, sign and return the Technology Acceptable Use Agreement – Staff annually.
- Staff will only use school-provided email addresses, phone numbers or accounts to communicate with pupils when conducting live online sessions.
- Staff will use school-owned devices for conducting live online sessions, where possible.
- Staff will not share personal information whilst conducting live online lessons.
- Staff will ensure they conduct their live online session from an appropriate location – either the classroom, or if this is not possible, from a quiet area in their home which has a neutral background. For example in a school classroom or in a lounge/ kitchen at home, **but not in bedrooms.**
- Staff will communicate with pupils within school hours
- Staff will only communicate and conduct live online sessions through channels approved by the school.
- Staff will keep a log of anything untoward that happens during live online lessons and report it. E.g. pupil behavioural issues, any incident in their own home that pupils may witness, technical glitches, inappropriate language, parental interference or bad language etc and ensure it is properly documented in line with the school's Records Management Policy and reported to either the Deputy Head or Computing lead as appropriate depending on the nature of the problem.
- Live sessions should be kept to a reasonable length of time – 30 mins.
- Teachers will group their class into 3 groups of 10 children for meet ups as a minimum. Teachers may prefer to have 4 groups. Please note that children cannot move between groups.
- Teachers will create a weekly timetable for the meet ups and this will be communicated to parents/ carers via the school office and our school messaging service. The time will stay fixed.
- Teachers will keep an attendance register of pupils so we can follow up on pupils who do not attend
- Teachers will enter the live video meet up at the designated start time, and only if they are certain there is more than one pupil present. **Teachers should never be alone with a child in a live video meet up.**
- Teachers will set the behaviour expectations for the children at the beginning of the meet up. They will mute all children's microphones and only unmute children when

they are invited to speak.

- Teachers will deal with any unacceptable behaviour in accordance with the school's Behaviour Policy. If a child is behaving inappropriately, the teacher may need to ask the child to leave a session immediately.
- If a teacher feels that a child/ parent or carer is not following the Live Video Safeguarding Expectations, they will ask the child to leave the meet up immediately.
- Language must be professional and appropriate at all times.
- Teachers will ask all pupils to leave the live meet up at the end of the session and then end the meeting.
- Members of the school's Senior Leadership Team may attend a selection of meet ups and monitor class areas on Google Classroom to ensure that the Safeguarding Expectations are being adhered to by children, parents and staff.

## **7. Pupils with SEND**

- 7.1. The school will ensure pupils with SEND receive any additional support with live online sessions where needed, e.g. from an additional member of staff within the live online session who can follow up later with the child
- 7.2. Staff will be sensitive to the needs of any pupils who may be sensitive to certain topics or issues that may arise during live online sessions.

## **8. Monitoring and review**

- 8.1. The Headteacher, SENCO and DSL will review the measures outlined in this policy regularly to ensure it reflects the most up-to-date circumstances of the school's online learning provision.
- 8.2. The Headteacher and governing board will schedule a review of the effectiveness of this policy annually through the T&L committee.
- 8.3. Any changes to this policy will be communicated to relevant stakeholders, including parents and teachers.

## **Document Control**

## **Revision History**

Version	Revision Date	Revised By	Revision
1.0	January 2021	Ann Pelham	Created in light of National Lockdown
1.1	January 2021	T&L Committee	Amended, adopted and ratified

### Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		
Chair of Governors	Tim Graveney		

### Distribution

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Date for next review
Spring 2022