



ONLINE VIDEO TEACHING POLICY

Managed by – Mrs C Arnold

RATIONALE

The COVID pandemic has led to Poulton Lancelyn Primary School having to find effective ways to teach children remotely when appropriate. This policy aims to promote best practice when conducting any 'live' session with the online video platform Zoom. We aim to create and maintain a safe and secure environment for both the staff and children. The purpose of using online video sessions is to enable the staff to continue to provide the support for children who are shielding or isolating.

SAFEGUARDING

To protect and safeguard staff and pupils:

- Sessions will be timetabled in advance and notice of sessions/passcodes given to the children via Seesaw. Children who are early will be put into a waiting room.
- Sessions will be carried out in line with protocols read by parents/carers.
- Staff should always maintain appropriate professional boundaries, dress appropriately, ensure backgrounds to meetings are suitable and avoid behaviour which could be misinterpreted by others. They must report any such incident to a senior manager.
- A parent/guardian must be present for the entire session.
- Sessions will not be recorded.

STAFF PROTOCOL

- Staff must be present before the children access the 'meet' and use a waiting room until the meeting time.
- The chat tool can be used to support pupil interaction but the teachers must set the expectations of its use.
- Staff should mute all participants at the start of the meeting to avoid unnecessary conversation and to maximise learning.
- Staff should allow pupils to ask questions (using the hands up tool) within the group chat or ask pupils to use the help me email for individual questions rather than having a 1-1 meeting with a pupil
- Staff must end the meeting for all guests.
- Sessions must take place at the agreed time as set on the year group timetable.

PARENT / CARER PROTOCOL

- Parents / carers should be able to access the link on devices with a microphone and video enabled.
- Pupils must be appropriately dressed for the sessions.
- The pupil and parent must be able to access the session in a quiet, communal place away from others.
- Parents must monitor comments that pupils are submitting on the live stream during the live session to ensure they are only work related.

1-1 Meetings

- 1-1 meetings will be with the agreement of the headteacher, class teacher and parent. Conversations must be recorded on IRIS.