

KEEPING YOU AND YOUR PUPILS SAFE; LIVE LESSON STREAMING

The Covid-19 outbreak has led many online platforms to offer schools free access to their software packages or for schools to implement live lesson streaming.

Before implementing live video lessons, please consider the following points in order to safeguard you and your pupils, alongside adhering to the Data Protection Act 2018.

LOCATION



There needs to be careful consideration of the location that everyone accesses the lesson.

Children should not be accessing this whilst in their bedroom, however, they will need a quiet place as background noise may interfere with their ability to engage productively. You will also need to be without distractions whilst delivering your session.

You also need to consider who will have access to specific functions on the system. For example, who can see who or what can each person hear?

We recommend you use a service where you can disable users' cameras and microphones.

EXPECTATIONS

You need to have clear expectations that are shared with your pupils - these should align with your classroom standards.

It is therefore worth consideration of what the 'ground rules' are going to be. This should include appropriate attire and the creation of 'safe online places' by familiarising the pupils with the software. Discuss, who can speak when and how to draw your attention when support is required.



RECORDING

Keep a record of the date and time of the video lesson. Log who was in 'attendance' including the times they arrived and left. Be clear with the pupils about recording the session, if this acceptable, and the restrictions of onward sharing (data protection).

If the package does use recording ensure all participants are aware of this. You will also need to know how long recordings are kept for.

SAFEGUARDING

Your safeguarding team should have addressed many of these issues before the video sessions have been agreed.

Ensure your tuition follows best practice guidelines, e.g. two members of staff involved, and is in line with your school's safeguarding policy.

If you do come across any concerns or someone raises concerns of another person's welfare, follow your school's safeguarding policy and report them to the named person (DSL) as soon as possible.



If you do have any further questions or concerns regarding this issue please contact us at gdpr@schoolpro.uk