



Pupil and Parent/Carer Guidance for Live Streaming and video-conferencing of lessons/sessions

Over the past few months Aberdare Community School has started to move into the next phase of remote learning by developing a programme of blended learning opportunities to help support learners. This guidance provides information on how video-conferencing and live-streaming can be used safely and securely for lessons and sessions.

For the purpose of this guidance:

- a lesson refers to the delivery of a classroom lesson – whether this is through video-conferencing or through a live-streamed event
- a session refers to instances outside of a typical lesson where there may be only one learner present such as a well-being catch-up session with a learner or a special educational need (SEN)/additional learning need (ALN) appointment.

What Is Blended Learning?

Blended learning is a combination of traditional in-classroom and live online or home learning activities, which many of our learners may engage with over the coming weeks and months, dependent upon the technology available to them at home and how often they are able to physically attend school.

What is video-conferencing?

Video-conferencing is a synchronous approach involving multiple parties with the option for each participant to turn on cameras and audio. It requires all participants to take part at the same time.

Possible uses

- Deliver small group pastoral or teaching sessions.
- Deliver class lessons.
- Link two sites of synchronous learning, for example, two classrooms on different sites.

Intended benefits

- Gives participants an opportunity for face-to-face contact in real time.
- Facilitates interactions.
- Positive impacts on learner engagement and well-being.
- Useful for keeping in contact with learners.
- Feedback to learners is instant and interactive.
- Useful in areas where access to particular courses or subjects is limited for geographical reasons.
- Enables individualised support.



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- Can be used to enable children and young people to keep in contact with their peer learners and engage in group learning, for example, discussions.

What is live-streaming?

Live-streaming events is an asynchronous approach involving a video flow from a broadcaster to viewers. Viewers cannot be seen or heard although there may be functionality to interact via typed messages. Live-streamed events can be watched live or can be accessed after it's been recorded.

Possible uses

- Deliver class lessons to learners.
- Deliver large-scale lectures or assemblies.
- Deliver webinars.

Benefits

- Live-streamed events offer flexibility as the lessons can be accessed at a time convenient to a learner and/or their family.
- It might be easier for parents/carers and learners to manage at home.
- Although there is no verbal or visual interaction available to the viewer, if watching live, participants may be able to ask questions using the text box allowing for some interaction.

Aberdare Community School Protocol

Aberdare Community School is committed to ensuring the safety and wellbeing of all staff and learners and this guidance has been introduced to provide clarity and security.

Teaching Staff will not contact learners directly through private accounts, private email addresses or via social media, such as Instagram, Snapchat or WhatsApp. Any video-conferencing or live-streamed lessons/sessions will be carried out using Microsoft Teams, all learners have access to this using their normal school login username and password.

The points below are set out to ensure the safety of both learners and staff while engaging in online teaching:

- There will always be at least two members of teaching staff online and present at all times during any live-streamed lesson.
- Teachers will ensure that all the learners they are teaching know how to access the remote learning content.
- To prevent disruption to lessons, teachers will only allow access to the session to authorised account holders (i.e. those with an ACS email address).
- Teachers will ensure any teaching they deliver is from a neutral location.
- Learners should use the blurred background facility available on Microsoft Teams.



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- Learners clothing, language and behaviour should be appropriate to a teaching and learning context.
- Learners should be encouraged to be in a social space, preferably accompanied by their parent/carer or other adult and ensure that the background is free of inappropriate/personal items.
- All school rules still apply in an online context.
- Lessons will be kept as short as possible and be used to give a brief overview of the topics that need to be covered in a given time period.
- Learners should be aware of material that may be visible in the background and should avoid revealing personal information or other sensitive data inadvertently. Learners must ensure that they are appropriately dressed and there is nothing sensitive or offensive in nature that might be visible in the background.
- Learners may not record teaching sessions or publish these on any external platform.
- Learners must be punctual for all video-conferencing lessons/sessions
- Learners must access the relevant files for each lesson/session in advance and have the materials to hand
- Learners must make sure they have all power adaptors and laptops ready before the lesson/session begins and are logged into the lesson/session
- Learners should show respect for everyone in the online classroom

Working with parents and carers

Parents/carers will need to provide consent to the online teaching arrangements provided by Aberdare Community School via an online form (please see link below). This must be completed before your child will be allowed access to online lessons.

<https://ygacs.uk/liveStreamAgreement>

Reporting concerns

Every employee at Aberdare Community School is still under a general legal duty to protect children from abuse; to be able to identify welfare concerns among pupils; to identify pupils who need additional support; to be aware of the school's child protection procedures; to keep a record of any significant event, complaint or conversation; to report any matters of concern relating to a pupil to the school safeguarding lead immediately.

If learners are concerned about a staff member online or of one of their peers, this must be reported to the school safeguarding officer immediately. This can be done via email to school@aberdarecommunityschool.co.uk or telephone during normal school hours.