SENTAMU ACADEMY LEARNING TRUST

A DIOCESE OF YORK ACADEMY TRUST

BE EXTRAORDINARY

Online Live Learning Support for Pupils

Addendum to Trust and School Safeguarding and Child Protection Policy, Data Protection Policy (GDPR), Social Media Policy, Pupil and Staff Code of Conduct Policy, E-Mail Policy, E-Safety and Acceptance Policy, Bring Your Own Device Policy, Photography and Videos Policy, Online Safety and Acceptable Use Policy

SALT Vision Statement:

"Be Extraordinary"

Mission Statement:

We believe that young people achieve their fullest potential when they have a vision of everything their lives could become. The Bible (John 10:10) quotes Jesus as saying, "I have come that they may have life and may have it in all its fullness". As academies, we commit ourselves to inspiring our students, and equipping them with the resilience and determination to unlock their unique gifts and realise their highest aspirations. We aim to achieve this through following distinctively Christian principles, and focusing on four key areas, service, achievement, leadership and teamwork.

Document Management:

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Approving Body: Trust Board

Rationale

Sentamu Academy Learning Trust is committed to providing high quality live learning support to pupils regarding their remote learning. This will be delivered by subject specialist teams/class teachers, through our approved Google platform and could include Google Chat in Google Classroom and/or live tutorials, through Google Meet/Showbie.

Clear protocols are in place and outlined below, regarding expectations from schools, parents/carers and pupils, to ensure all participants safely access a high quality session.

School Senior Leader responsibility

- Each school will have senior leaders designated with oversight of remote learning. This includes the Teaching and Learning/Learning Lead, Mrs V Murphy Designated Safeguarding Lead, Mr T McNaught-Roberts and GDPR lead, Mrs E Brice.

- Senior Leaders will coordinate the timetable through Google Platform/Google Calendar. Online live learning support will only be timetabled during normal school hours. The timetable will be shared with pupils and parents/carers.

- Data will be held for up to one year for data protection and safeguarding purposes. Recordings will be shared only with the members of staff involved in the live learning support session, the Teaching and Learning Lead, Safeguarding Lead and GDPR Lead.

- The Teaching and Learning Leads, Hope School Improvement Team, Workforce Development Team and Vital our IT provider, will deliver/signpost staff to professional development and training. Each school will have volunteers who will train as Google Champions, through accredited Google courses, to provide further support to colleagues. Each school will also have an online learning working party and a staff representative who will attend the trust online learning network each term, to share best practice.

- Each school to ensure a signed consent form is received from parents/carers (see appendix 1). This will enable pupils to participate in online learning support with a subject specialist teacher/class teacher, alongside fellow pupils. The consent form will also highlight to parents/carers that the recording of each live learning support tutorial will be stored on the school G drive for up to one year, for GDPR and safeguarding purposes. It will be shared only with the members of staff involved in the live learning support session, the Teaching and Learning Lead, Safeguarding Lead and GDPR Lead. Pupils subject to a court order should not access live learning support.

- Regarding any online support involving a class of vulnerable pupils including SEND, staff should record the length, time, date and attendance of any sessions held on CPOMS/Google spreadsheet/Google Meet register.

Staff responsibility

- The delivery by staff of online live tutorials is optional, staff may or may not wish to use it. As a

minimum expectation, all departments/year groups should engage with each class through Google Chat/e-mail contact.

- For Google chat/Google meet, staff may wish to invite another colleague to join the session if they would like to, but this is not a requirement.

- If staff wish to use Google Meet/Google classroom, this can be undertaken on personal devices, if they have signed the relevant Bring Your Own Device policy.

- Staff should ensure consent has been received from parents/carers of invited pupils and remove those pupils on their Google register from the session, who do not have permission.

- Staff must only use the school's approved Google learning platform to enable online learning support.

- Staff must not share a link to the meeting on unrestricted publicly available social media or other websites. The link must be directly provided to specific pupils and staff through the school Google platform, Google Calendar and/or Google classroom. This ensures that the setting's filtering and monitoring software is enabled.

- The meeting organiser must use privacy settings to restrict pupils' ability to share their image, share their screens, rename themselves, or annotate on the host's shared content. Staff to use the 'mute' function as required for pupils. Parallel Hangouts (Google breakout room equivalent) must not be used.

- The Teaching and Learning Lead/SLT lead and DSL should request a link to relevant staff for any sessions they wish to join, for support/safeguarding/training/QA purposes, where required.

- As in a school and classroom context, staff should ensure their manner of dress and appearance is appropriate to their professional role in school. Language used must be professional.

- If staff are working from home, they should take the session in a quiet room to reduce interruptions/interactions with other members of the household. Where this is not possible, those in their household should ensure they are dressed suitably and that the language used is appropriate and professional.

- Staff to ensure all documents, files and their e-mail system are closed down before the session commences.

- The staff lead must record the full session to their G drive and ensure at the end of the session it is saved to an appropriate file name, including the date and class it refers to. The recording will be kept for up to one year, for monitoring and safeguarding purposes. Staff should not make or record any learning sessions for their own personal use. If staff wish to view the recording, it must be watched through the school browser and must not be uploaded or downloaded from the platform.

- Visual interaction can be more effective for the pupil/staff member. However, if staff are not comfortable with this, once visual confirmation of staff identity has been confirmed with all attendees for safeguarding purposes, staff may switch their cameras off.

- One to one learning support sessions are not permitted. If only one pupil joins, the pupil is not to be admitted to the session and the session is to be cancelled. The meet is to be locked, once invited pupils and staff have joined. Staff should not admit any pupils they do not recognise. Staff should remove pupils from the session if they cannot be identified. The staff members should ensure that all pupils 'leave' the meeting before they end the learning support meeting.

- A statement must be read at the start of the call regarding recording, for GDPR and safeguarding purposes (appendix 1) and the pupil code of conduct (appendix 2).

- Pupils who do not follow the code of conduct should be removed from the session. Staff should report any incidents as per the school behaviour and safeguarding policy.

- Staff should always maintain appropriate professional boundaries and avoid behaviour which could be misinterpreted by others. Staff engaging with pupils online, have a responsibility to model safe and professional practice at all times.

Pupil and parent/carer responsibility

- Consent is required from parents/carers, for pupils to receive live online learning support (see appendix 1).

- For primary pupils, parents/carers must be able to supervise their child to participate in online tutorials.

- Pupils must adhere to the code of conduct (see appendix 1), or they will be removed from the learning support session and future timetabled sessions.

- An email address will be provided to pupils/parents/carers to report any behaviour which is concerning to them, safeguarding@sentamuacademy.org.

Further Online Safety Guidance for Staff, Pupils and Parents/Carers

School responsibility

As schools work increasingly online, it is essential that pupils are **safeguarded from potentially harmful, illegal and inappropriate online content**, which could include child sexual exploitation, pornography, fake news, racist views and extremism/radicalisation. Pupils also need to be **protected from being subject to harmful online interaction with other users** including, adults posing as children or young adults, sexual predation and commercial advertising. Pupils need to understand **the importance of positive behaviour online and the dangers of behaviour that could cause harm** including making, sending and receiving explicit images or online bullying.

Schools must therefore ensure **appropriate filters and monitoring are in place**. Schools must also ensure **children are taught about online safety,** to support pupils to focus on the knowledge and behaviours that they need to stay safe online. This includes:

- How to evaluate what they see online
- How to recognise techniques used for persuasion
- Understanding acceptable and unacceptable online behaviour
- How to identify online risks, How and when to seek support, including reporting to CEOP

Staff must receive regular online safety training and have access to up-to-date and appropriate CPD

and resources including the latest guidance and research to help review practice and plan curriculum content for online safety.

DfE key guidance:

https://www.gov.uk/government/publications/teaching-online-safety-in-schools

Pupil age-appropriate skills and knowledge

https://www.gov.uk/government/publications/education-for-a-connected-world
https://www.thinkuknow.co.uk/professionals/resources/first-to-a-million/
https://www.thinkuknow.co.uk/professionals/resources/live-streaming

Pupils and parents/carer responsibility

- Pupils need to understand the importance of positive behaviour online and the dangers of behaviour that could cause harm including making, sending and receiving explicit images or online bullying.
- Any behaviour online which pupils and parents recognise as being a risk to their safety, must be reported immediately to the school's DSL, Mr McNaught-Roberts
- Parents/carers must ensure that appropriate filters and monitoring are in place in the household, when pupils are undertaking online learning at home and supervise their children where possible online.

Links to resources to support parents/carers in keeping their children safe from online harm and staying safe online

- Government guidance on keeping children safe from online harms such as child sexual exploitation, cyberbullying and harmful content
- Government guidance on staying safe online including parental controls, fact-checking information, communicating with family and friends while social distancing is in place and taking regular breaks from the screen
- Thinkuknow is the education programme from the National Crime Agency (NCA) proving age-appropriate resources for children and support for parents
- Parent Info is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- Childnet provides a tool kit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- Internet Matters provides age-specific online safety checklists, guides on how to set parental

  controls on a range of devices and a host of practical tips to help children get the most out of

their digital world

- LGfL provides support for parents and carers to keep their children safe online, including 6 top tips to keep primary aged children safe online

- Net Aware provides support for parents and carers from the NSPCC and O2, providing a guide to social networks, apps and games

- Let's Talk About It provides support for parents and carers to keep children safe from online radicalisation

- UK Safer Internet Centre provides tips, advice, guides and resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Age-appropriate practical support for children on reporting concerns is available from:

- Childline - for general support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

Parent/Carer Consent Form and Pupil Code of Conduct for Live Learning Support

I _____ (full name) consent/do not consent (please delete as appropriate) to my child_____ (full name) participating in online live learning support alongside their peers and led by subject specialists/class teachers, to further support and enhance remote learning.

I have discussed this code of conduct with my child and they agree to adhere to the expectations detailed below, to ensure a positive and safe learning experience for all concerned.

School responsibility

- Online live learning support will only be timetabled during normal school hours, through the Google platform.
- Sessions will be delivered by subject specialists/class teachers.
- The recording of each live learning support session will be stored for up to one year, for GDPR and safeguarding purposes and shared only with the members of staff involved in the live learning support session, the Teaching and Learning Lead/Senior Leadership Team, Safeguarding Lead and GDPR Lead.

Pupil Code of Conduct

These protocols focus on:
> **1. Using comments**
> **2. Students participating in live learning support tutorials**

1. Using Comments

Comments are an essential way for pupils to ask their teacher for help and address any misconceptions. It is essential that every student follows the following instructions:

- Pupils should use Standard English in comments to their teachers.
- Pupils must not communicate with other pupils using the Comments facility. They should only comment on the work, reply to questions posed by their teachers, contribute to a conversation started by the teacher or write a question/questions they would like to ask. Any inappropriate comments will be recorded in a screenshot and sent to the Head of Year/Senior Leadership Team, who will communicate with parents.
- Where there are behaviour concerns, the incident will be recorded by the member of staff and reported to the Head of Year/Senior Leadership Team. Parents/carers will also be notified.
- If pupils are not following this protocol, they may be 'muted' in Google Meet, by their teacher, so they can no longer make comments.

2. Live online learning support sessions

Live lessons can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. It is essential that all students follow this protocol.

- For primary pupils, parents/carers must be at an appropriate distance to supervise their son/daughter.

- Pupils must log onto the live learning support session through their school e-mail. This ensures that the setting's filtering and monitoring software is enabled.

- Pupils must not share the meeting link with any other individuals.

- Pupils should be in an appropriate place for the learning support session and be suitably dressed.

- Pupils will not be able to share their image on screen.

- Pupils and any other person in the house must not record the discussion or take photographs.

- All pupils will be muted on entry to the session. Students can signal they have a question by writing 'question' in the comment box.

- Pupils must speak in a respectful manner and must stay on the topic of the work.

- If pupils are not following the protocol: they will be 'muted' by their teachers and they may be removed from the classroom and future timetabled sessions. If this happens, the Head of Year/Senior Leadership Team will be made aware, the incident will be recorded and parents/carers will be notified.

- Pupils/parents/carers can report any behaviour which is concerning to them by emailing safeguarding@sentamuacademy.org or ringing the academy directly on (01482) 781912

Signed parent/carer	
Date:	
Signed pupil	
Date:	

Staff Statement to be read at the start of the Live Learning Support Session

'Welcome to this online live learning support session for xxx on (date and time).

Members of staff leading this session today include xxx.

Members of the school leadership team and the school safeguarding lead may join the session.

To ensure a safe and effective tutorial, this session will be recorded and saved to the school central IT system for up to one year.

You have been muted and your video turned off for data protection purposes, if you wish to communicate with me, please type in the comments box.

Please follow the code of conduct which you and your parents/carers have signed.

Are there any sections of the code of conduct you are unsure about? Please type this in the comments box now.

We hope you enjoy the session.

We are ready to start.'