



The SWAN Trust Live Session Policy



In preparation for Live Sessions we have put together a policy to ensure the safeguarding of all stakeholders. Please take some time to read it and do not hesitate to contact us should you have any questions or concerns.

Live Session Policy

For the purposes of this policy, the Live Session definition refers to any live, in real time, video call/camera use between a member of staff and children.

Aim: To maintain contact between home and school, as well as for the children to have contact with each other as a class during school closure.

The following policy outlines the expectations of staff, parents/carers and children regarding Live Sessions. All live sessions will be recorded for safeguarding purposes. The recordings may be accessed by the other children in the class and by the leadership of the school and Trust for monitoring purposes. The recordings will not be shared in any other form unless requested by relevant authorities, with the appropriate permissions.

This policy will be shared with parents/carers of children taking part in any Live Session arranged by the school. By accessing the link shared on Microsoft Teams before the session is scheduled to take place, parents acknowledge that they accept the school's Live Session Policy and that they are giving permission for their child to take part in the session.

School:

- Live sessions will be using Teams or Google Classroom or Meet
- We are not using Zoom with children
- **Systems will be set up**
- All sessions must be recorded and securely posted for other children in the class to access
- To disable the function for any children to admit others to the meeting
- To disable the record function for children
- To use the enable messaging function on teams to disable some classes/year groups from chat (messaging policy)

Staff:

- To inform and share information to parents/carers regarding the time and date the night before the session via Microsoft Teams.
- Children will not be admitted to the session or details not shared with children without parents' permission
- Lead teacher to be in control of meeting settings.
- Teachers to dress appropriately and use appropriate language as expected in school.
- All sessions must be recorded, some sessions may have two members of staff, this is agreed by the schools and the staff member and is down to the individual member of staff.

- Ensure where parents have requested that their children cannot access the live session:-
 - the child will not be admitted
 - or
 - the link for the meeting will not be shared with these children.
- A member of staff will close the meeting or remain on the session until all children have signed off

To protect Parents/Carers and Children:

- By accessing the link shared via Microsoft Teams before the call is scheduled to take place, parents/carers acknowledge that they accept the school's Live Session Policy and that they are giving permission for their child to take part.
- Use only your child's existing Microsoft Teams account to access the session.
- We would like parents to be in the room when our call takes place.
- There should be no inappropriate content on any of our sessions. Please contact the school if you are concerned about any of the content of the session.
- All children to dress appropriately and use appropriate language as expected in school. Furthermore, children are to address peers and their teacher as they would in school.
- Children need to blur their background or sit with a clear wall behind them (it may not always be possible to blur the background).
- Children to not share personal information, take photos, screenshots, or share email addresses during the live sessions.
- Lead teacher will set behaviour expectations.
- If chat is enabled, school behaviour expectations are still in place for this communication too.
- If necessary, lead teachers will remove children for disruptive or unacceptable behaviours during sessions. Once removed, children cannot be re-admitted to the Live Session. This will be in line with the school's behaviour policy and the teacher will be in contact after the meeting to discuss a way forward.
- It is the responsibility of parents/carers to supervise logging on.
- Parents/carers and children are not to share meeting details and passwords with others. If parents/carers misplace or forget log in details, please ask school for a reminder via Seesaw and these will happily be given.
- Parents to let the school office know if their child is unwell and unable to take part in the day's learning.
- Parents to inform school by contacting the school office or emailing info@hermitage.surrey.sch.uk if they do not wish for their child to access the live sessions, in order that teachers can facilitate this.
- Please may we ask you to read through and discuss the protocol below with your child.

Live Session Protocols

- During the sessions the children should be dressed appropriately, not in bed and not eating! 😊
- Children and parents must not share any materials from these sessions with anyone else. If materials are found to be shared (on any platform) then the child may be blocked from future sessions.
- Children should turn their microphones to mute as soon as they join, and when not talking, as this prevents noise disruption during the session.
- Children should blur their background or sit with a clear wall behind them (it may not always be possible to blur the background).
- Children must behave appropriately at all times. The teacher can remove a child from the session if it is felt that behaviour is not appropriate. This will be in line with the schools behaviour policy and the Teacher will be in contact after the meeting to discuss a way forward. This will also be the case if the chat function is enabled.

- During a Live Session, questions about the learning should be typed in the comments section or the child should alert the teacher that they want to ask a question via the comments. Outside of Live Sessions, questions about learning should be messaged privately to the teacher rather than on the class stream.
- We are using Microsoft Teams as a platform for children and therefore parents should not be using it to contact teachers. Parents should use existing methods of communicating with the school, e.g. by emailing or using Seesaw.
- Parents should not get involved during the Live Sessions, but please do talk to your child afterwards and encourage them to take part.
- Where possible, please ensure no other people are visible or audible during the Sessions. Try to have a clear background behind your child, and remind the family that they all need to be appropriately dressed.