

*'We advise extreme caution if you are considering the use of Live video with children. The school must be clear about the benefits to learners and make a judgment about these balanced against concerns. Communication with learners must always be open and transparent through official school channels. The use of resources such as Google Meet, Microsoft Teams and Zoom must only be with the permission of SLT after a risk assessment has been done.'*

- Accounts set up by the school are used. Administrative access to these accounts is by the headteacher and our technology support provider.
- Staff and learners will use a safe and appropriate place with no bedrooms, inappropriate objects or inappropriate information visible.
- There will always be two members of staff with the video session.
- The school will keep a log of the session: purpose, timing, participants, anything that goes wrong during the session. [Where a school decides a recording of the session will provide a safeguarding check for children and staff; **permission must be obtained from parents and carers**, stating where it is stored, who has access to review the recording, how will it be reviewed; and the maximum time it will be kept, up to 30 days.]
- Expectations for behaviour are the same as those in the classroom. Inappropriate behaviour will be dealt with in line with our school behaviour policy and may result in the school removing access for individuals, for a class or for the school.
- Online safety habits will be reinforced within each session and learners will be helped to understand livestreaming as part of learning and not something for primary aged children to use through social media.
- Chat will be used for learning purposes.
- Cameras will only be used where there is a clear purpose and it will benefit the well-being or learning of children. They will be turned off by default.
- Our Data Protection Officer has been informed about our use of livestreaming and a privacy impact assessment has been done.
- Parents and carers will be informed when a livestreaming session will be taking place and the time limit for the session. They are asked to ensure their children understand:
  - Online sessions are only accessed in a shared family area (never a bedroom).
  - The camera on your device must be turned off until you are asked to unmute it by the teacher. You will be joining the online session using the microphone on your device.
  - A recording of the session is saved by the headteacher. **No-one else will take screen shots or recordings of the session.**
  - **No images or recordings of the session are to be shared** within or outside the Google Meet.
  - Normal classroom standards of behaviour are expected. If these are not adhered to, access to these sessions will be removed.
  - Two staff members will be involved in all online sessions.
  - Chat is used only within the session and is used positively and appropriately.
  - Livestreaming is being used for learning. All livestreaming by primary aged children should be supervised by a trusted adult.
  - Habits for responsible use of technology including appropriate clothing.
- Contents of the learning taking place a livestreaming will be shared with families that are not able to access the technology or who prefer not to participate.

Thank you to Keinton Mandeville Primary School for its contribution to the development of this document.

Please also see <https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf>.

Thank you to Evercreech Primary, High Ham Primary, Thurlbear Primary, Trinity First School and Wookey Primary for participating in discussions to consider benefits and risks.