Live Communication Policy to support Remote Education
Archibald First School

1. Aims
This Live Communication Policy to support Remote Education aims to:
- Ensure consistency in the approach for live communication between pupils and school staff
- Set out expectations for all members of the school community with regards to live communication
- Provide appropriate guidelines for safeguarding and data protection.

2. Roles and responsibilities

2.1 Teachers and Teaching Assistants
When providing live communication sessions via on an online Platform (January 2021 - Microsoft Teams), staff must:

- Work alongside another member of AFS staff throughout the delivery of live communication sessions.
- Ensure there is always two members of Archibald Staff on each live communication. Where a member of staff loses communication; the second member of staff must end the meeting for all participants. The remaining member of staff must not leave the meeting until it is fully closed and vacated by all others.
- Wait until both members of staff are in the meeting **AND** there is more than 1 student in attendance before making audio and camera capacity functional (when appropriate to be used).

- Ensure they are familiar with the platform tools to ensure a positive online classroom experience with the use of 'mute all', 'hands up' etc can be maintained
- Close all other tabs they have open in their browser. This ensures that on sharing a screen no other information would be shared / visible.

- Sit against a neutral background.
- Record in a communal place within school; if at home a lounge or kitchen area filming against a background wall would be appropriate.
- Use professional language and act in a professional manner at all times.
- Dress appropriately in accordance with the Staff Dress Code.

- Ensure all children have their name (first name and initial of surname or vice versa) on screen at all times and do not use pseudonyms during the live communication sessions.
- Ensure all children have their cameras on throughout the live communication sessions.
- Disable the chat function to prevent distraction and to maintain the verbal lines of communication.

- Provide opportunities each week for all pupils who are NOT in school to join a Live Communication session.

2.2 Live Communication Lead

Mr C Bourke is responsible for:

- Establishing the live communication CPD for all staff.
- Communicating appropriate login details for our school community and families.
- Communicating E-Safety expectations regarding live communication to parents/carers and pupils
- Co-ordinating the live communication sessions approach across the school.
- Monitoring the effectiveness of Live Communication sessions.
- Monitoring the security of live communication sessions, including data protection and safeguarding considerations, alongside the DSL (Mrs R Turner).

2.3 Designated Safeguarding Lead

The DSL is responsible for:

- Following up on reported safeguarding concerns by staff, parents or pupils.

2.4 Pupils and Parents

Staff can expect pupils learning remotely to:

- Behave in line with the school behaviour policy
- Follow E-Safety expectations and the live communication code of conduct
- Be dressed appropriately for learning in home clothes (e.g. no pyjamas, no vest tops, hats, or hoods etc.).
- To conduct video learning in an open space at home – e.g. a living room etc. Student bedrooms are **not** regarded as appropriate.

Staff can expect parents to:

- Encourage their child to participate in live communication meetings
- Supervise their child throughout the live communication meetings
- Allow the staff to facilitate the meeting
- Be respectful throughout live communication meetings
- Support their child to access the meeting accordingly either through listening respectfully to their peers or by raising their hand to speak. For instance, parents may support to enable the mute/hands up or down function if their child is unable to do so.
- Make the school aware if their child is unable to join the live communication session.
- Seek help from the school if they need it. If parents have any questions or concerns they should contact Mr Bourke or Mrs Jones at the school on: admin@archibald.newcastle.sch.uk.

2.5 Governing Board

The governing board is responsible for:

- Monitoring the school's approach to providing live communication sessions to ensure it supports our remote education provision.

- Ensuring that staff are certain that live communication sessions are appropriately secure, for both data protection and safeguarding reasons.

3.0 Safeguarding pupils and teachers online
- Keeping pupils and staff safe during remote education is essential.
- Staff delivering Live Communication sessions online should be aware that the same principles set out in the school's staff behaviour policy (code of conduct) will apply.

- Pupils access remote learning through their home internet. It is parents' responsibility to monitor their access to the internet whilst at home.

4.0 Login Information
The email address that has been issued has been given for the sole purpose of accessing live communication and must not be used for any other purposes.

Linked Documents
- https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19
- https://schoolleaders.thekeysupport.com/covid-19/safeguard-and-support-pupils/safeguarding-while-teaching/remote-teaching-safeguarding-pupils-and-staff/

Monitoring and review

We are aware of the need to review the Live Communication Policy regularly. The policy will be formally reviewed by the Leadership Support Committee annually.

Implemented: Spring 2021

Next review: Autumn 2021