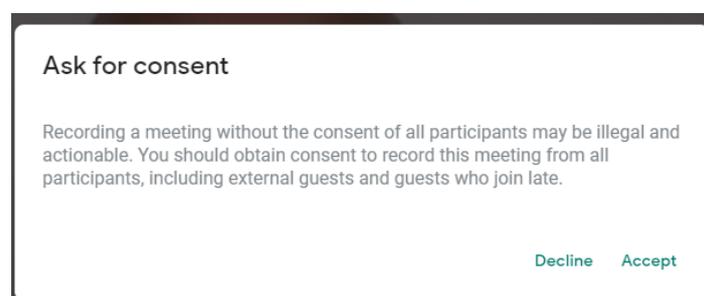




PROTOCOL FOR TEACHING / TUITION / PASTORAL SESSIONS VIA VIDEOCONFERENCING

- The academy recommends two platforms for use.
 1. YouTube Live. This should be used for live and recorded lessons/interventions where no students are visible. Recordings of these can be shared at a later date.
 2. Google Meet via Google Classroom. This should be used for lessons when YouTube Live is not an option, small group interventions, pastoral sessions and online assemblies. Whole class lessons and interventions can be recorded to support learning and revision at a later date after checking consent. Pastoral sessions will only be recorded for safeguarding purposes and must never be shared anywhere on, or outside of the academy system
- The academy will write to parents of students in advance of videoconferencing sessions, to introduce the service and to inform students that they can opt out of appearing in any recorded session in Google Meet, if they wish (this can be achieved by muting both camera and microphone). Times will be published online ahead of any session.
- Videoconferencing sessions in Google Meet may be used only for a limited number of purposes: for pastoral tuition, for academic tuition/lessons or for a pre-planned academy linked purpose agreed by ALG ahead of the session. Staff must not use videoconferencing to contact students for any other purposes.
- Staff conducting a videoconferencing session should use Google Suite Meet via the link within the Classroom, with their school email account log in or YouTube Channels/Live set up following the academy guidance. Nominated staff can help colleagues set up their accounts for use and provide training materials.
- If staff are sharing their computer screen to present resources they should ensure that all non-relevant internet tabs and programmes are closed to prevent unintended sharing of information.
- Initial meetings and streams can and should where possible be chaperoned by an extra member of staff linked to that class or group to ensure the meeting is well supported and everyone follows these protocols.
- When creating a live stream or recorded video in YouTube this should be set to private and then shared within WLAMAT. To enable students to access the stream or your channel you need to make Network Support aware that you are creating a channel and they will approve students to be able to see your material.

- When students access a Google Meet they are provided with a code for the video stream, this could be sent to an external user that could “Request” to join the video session. Teachers must not approve anyone else to join the session as all school accounts in that classroom should be able to join the session without approval
- The staff member conducting the session in Google Meet should record it only if it is appropriate. The recording should only be shared to support future learning and must not share the recording back of any pastoral sessions to the participants via Classroom for safeguarding purposes. Explicit consent will be sought before any session is recorded.
- At the start of every Google Meeting anyone present in the room must be made aware of these key points below. It is advised that they are read out from this document. (If you ask questions in your YouTube Live lessons please also confirm to students that their responses will be recorded as well):
 1. This session will/will not be recorded. If it is to be recorded explain that the students have the option of muting both the microphone and camera, or in extreme cases leaving the meeting to prevent recording of the camera and microphone.
 2. If students remain in the meeting you will be recording the meeting for learning or safeguarding purposes and this recording will be retained and then deleted after a set period of time
 3. The recording will not be shared or distributed more widely if of a pastoral/safeguarding nature
 4. No student should share or broadcast any personal or sensitive information during the meeting
 5. You have the opportunity to turn both your microphone and camera off if you wish to do so and remain in the meeting
- This ‘pop up’ will become visible



- Students/parents/family members must not record the session (they also cannot carry this out directly due to software restrictions). Staff and students must not make private recordings of the session using third party recording devices such as mobile phones. The ICT policy must be followed at all times. Recording any online resource is a breach of our ICT policy and Behaviour policy and would be dealt with in line with these. Any recordings must be deleted after a sensible period of time (maximum length for a recording is three months).

- Dress – students and staff should dress appropriately, i.e. fully clothed, nothing revealing, no extremes of fashion, no tee shirts with controversial slogans etc. The standard of dress for colleagues is smart casual.
- The student is in a “public” room, e.g. a kitchen or living room, where an adult can come and go freely. A bedroom is only to be used in exceptional circumstances, e.g. quarantining or if this is the only room which is suitable, and, if so, the door is left open. Language must be professional and appropriate, including any family members in the background.
- A neutral background with nothing too personal to the staff member, no controversial pictures etc. This should also be checked in classrooms for sensitive information on display or display board contents. Backgrounds can be blurred if required.
- Timing - during 8.30 am to 3.30 pm only, unless an exception has been agreed with ALG, e.g. because of a different time zone, an after school intervention slot or work patterns for parents.
- Students should inform a member of staff if anything makes them feel scared or uncomfortable.
- Staff should keep a log of all videoconferencing sessions and report any safeguarding concerns that arise during them to the relevant tutor, HOY or DSL/deputy DSL.
- Staff must report misuse of the system to their line manager immediately, this should be escalated to a member of ALG.
- To end the Google Meet the teacher must ensure that they are the last to leave and that all other students have been disconnected through the options or have left the meeting. This prevents students remaining in the meeting after the teacher has left.