



Barby C of E Primary School

'LIVE' TEACHING EXPECTATIONS: Teachers and Staff Members **October 2020**

For Teachers and staff members:

It is expected that when conducting 'live' teaching, support staff will be responsible for the technical aspects enabling the teacher to teach.

- Teachers will ensure that only pupils who have received parental / carer approval participate in live sessions.
- Live sessions must only take place between the hours of 9.00 am and 3.15pm .
- Teachers conducting live sessions must email the parents / carers of the respective pupil to inform them of when the sessions will take place and, in the case of lessons, when they will end. This should be done at least 24 hours prior to the live session if it is a pastoral call.
- With regards to 'live' teaching, the email will cover a 14-day period. Parents / carers should acknowledge and confirm acceptance of the invitation.
- Teachers will only proceed with a 'live' lesson if there is a minimum of 4 pupils present (including those pupils on-site).
- Teachers will ensure that, when making pastoral calls, there is a minimum of 2 teachers present and that the child's parent / carer is together with the child throughout the duration of the call.
- Teachers will only use school /academy approved platforms for live sessions, namely Zoom.
- Teachers will only use these platforms (Zoom) with their school / academy provided email.
- Teachers will contact parents and pupils through their school / academy email only.
- Teachers will obtain the Headteacher's consent for any pastoral call.
- 'Live' teaching will only take place in accordance with the phased approach adopted by the school in line with Trust expectations.
- Before hosting live sessions on Zoom, teachers must have accessed the school's / academy's CPD and have familiarised themselves with all the tools available for them to use in order to enhance the security and privacy of their session.
- **When using Zoom**, teachers will ensure / undertake the following:
 - o **Use the latest version of Zoom** – they will ensure they are using the latest updated version of Zoom, currently – January 2020.
 - o **Set up a meeting ID** – they will not use their personal ID (PMI) to host. Instead, they will use a randomly generated meeting ID. *(To do this, click on 'Schedule' and make sure 'use*

personal ID' is not selected). Also they will ensure a password is required to enter the meeting. *Make sure that the password is only shared to access the meeting privately i.e. via email.*

- o **Mute attendees on joining** – camera and microphone.
 - o **Lock the meeting** – once the meeting has started and all participants joined, the meeting will be locked. This means that nobody else can join the meeting even if they have the meeting ID. *This can be found in meeting settings.*
 - o **Disable private chat / content** - Zoom offers the ability for participants to chat / message each other privately. This option should be disabled in meeting settings. The ability for participants to share content in meeting settings can also be disabled.
 - o **Restrict Screen sharing** so that participants can't take control and share content with the rest of the group.
 - o **Monitor participants** – Zoom allows for a participant's video and audio to be turned off by tapping on either option in the participant menu. Teachers will ensure they know how to remove unwanted or disruptive participants as well (*found in the participants' menu*) should they need to.
 - o **Use the waiting room** – this means participants have to wait in a virtual waiting room before joining the meeting. A personalised message can be added to this area, perhaps setting ground rules. It also allows the person in charge of the meeting to check who is in the waiting room before allowing them into the meeting.
 - o **No personal information is to be mentioned.**
 - o **The meeting will not be recorded** – by default, this option is disabled.
 - o **Everybody understands that the meeting and its link must not be published on Social media.**
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- If using Microsoft Teams, schools / academies should contact the central team to discuss measures to be put in place specific to the app / platform.
 - Teachers will keep a record of the live sessions (date, time, length, topics).
 - Teachers will keep a register of those children who have accessed 'live' lessons on the agreed school / academy format.
 - Teachers will ensure pupils join live sessions with camera and microphones muted on entry.
 - Teachers will ensure pupils abide by the school's / academy's *Internet Acceptable Usage Policy* and Behaviour Policy at all times.
 - Teachers will conduct sessions in a professional manner and in accordance with the Trust's Staff Code of Conduct, including being suitably attired during live sessions and ensuring they are broadcast from an appropriate location.
 - If conducting sessions from home, teachers will ensure family members, and anyone else who is not a member of staff, are out of the room during live sessions.
 - Where possible, cameras should be used against a neutral background, with the light source directed towards the instructor's face and no personal items should be in sight.
 - At the end of a session the teacher will advise **all pupils to leave the session** and when all pupils have left, the teacher can then end the session.