

Background

On March 23rd 2020, UK schools closed in response to the COVID-19 pandemic to help with social distancing and to curtail the spread of the virus. Rosemary Works School remained open to key worker's children of which there are up to 16 children aged between 3 and 10.

As the majority of the children were home learning, Rosemary Works rolled out video conferencing to enable parents and children to communicate face to face. This policy remains to safeguard children in the possible event of further 'lockdown' and the need for video conferencing returning.

Before any family can engage with video conferencing, they must complete the online consent form (see appendix I for consent rules).

Home Learning Video Safeguarding Policy

All sessions MUST BE recorded by the teacher and the recordings saved on the school shared drive (in the folder VIDEO CONFERENCING SAVED RECORDINGS), deleted from their device and logged with the date and personnel involved in the meeting.

Firstly, apps or desktop software need installing. Some parents might need help with this and they can ask Rob or Ross for assistance. Parents must be aware of firewalls, filters and have sufficient WIFI signal to run the sessions.

Children must not use these apps without parental guidance.

The setting where the video conferencing takes place must be clear of personal information about the family (where they live, full names, personal documentation, etc.) (see consent details in Appendix I).

Rob, as designated safeguarding lead, and Ross, as deputy safeguarding lead, take responsibility for risk assessing, taking action and reviewing potential safeguarding issues by moving teachers and children online. They will seek approval for every video conference made.

Ross is leading on remote teaching and ensuring responsibilities are clear. He, and/or Rob are available and contactable throughout all periods when remote teaching is taking place.

Moving to online teaching is dependent on the Year Group, frequency and appropriateness of the activities on offer.

As a general rule, teachers will provide a daily email to parents that contains a short daily video welcoming the children and outlining the day ahead (these videos are uploaded to the teacher's professional YouTube accounts (or Google Drive) and are unlisted), a set of links relevant to the day's work. Some teachers may create a separate video explaining the work set (phonics, work books, etc.) dependent on age.

Type and frequency of communication during distance learning

What follows is a guide to the expected type and frequency of communication for teachers in Early Years, Key Stage 1 and Key Stage 2, including some examples of content - by email, video and Zoom sessions:

Nursery and Reception:

Minimum two weekly emails with adequate plans/activities to cover each week.

Minimum once weekly video e.g to say hi, encourage children, share an activity, through Tapestry.

KS1:

Daily emails, regularly including videos as a way of helping explain tasks and encourage children.

Minimum once weekly video conference on Zoom (frequency to increase over time). This could be a short explanation of a task, or a short story for example not exceeding 30 mins. It would likely replace a lesson. Parents will need to be given advanced information on when these will happen (preferably same time each week). Once weekly 'drop-in' opportunity ('waiting room') for pupils and parents to meet teacher on Zoom.

KS2:

As KS1, but with minimum of three regular, weekly video conferences. These will be more like classroom lessons than KS1 - e.g could be used to introduce a maths topic / facilitate children, in turn, feeding back on a project or sharing ideas. Again, parents will require advanced information on when these will happen (preferably same time each week). UKS2 to use Google Classroom to compliment video conferencing. Minimum once weekly 'drop-in' opportunity for pupils to meet teacher on Zoom.

As a whole school approach, however, teachers will highlight in their emails to parents red, amber and green activities. Red activities are essential for children's development and must be completed; amber activities are additional activities if families have time, and green activities are extension activities that offer greater challenge or open investigations.

Teachers must have blank background on the device they use for video conferencing and ensure that popups are disabled. Ideally, they will use school devices.

Behaviour management with several children participating in video conferencing is dependent on parental supervision. Children will be muted by the class teacher if they disrupt the lesson or taken out of the group call if persistently disruptive.

Video conferences may not be effective if the whole class are participating all at once. As this is new, we may attempt this then change to small groups led by the teacher in rotation. Teachers and parents may, in exceptional circumstances, offer one to one tuition to children that need additional support.

Supervision of lessons will be such that Rob or Ross may enter a virtual classroom as they see fit. They will also watch lessons that have been recorded and stored on the shared drive to offer feedback to teachers.

If a child misses an online lesson, they miss it, regrettably. We will not be able to share the video with them.

Training

Ross will lead the training of video conferencing software with teachers and ensure that they all know how to use it. Teachers must be able to invite attendees to a meeting, record all sessions, mute voices and end sessions. Teachers will have this document to understand the safeguarding protocol and who to contact should they have concerns about a child/session.

If teachers are sharing an online video from another source (e.g. YouTube), they must have watched it fully to ensure it is suitable for their class to view.

Communication and Support

Staff, children and parents will be informed of all changes and expectations via email sent from Rob or Ross accordingly.

Staff will not be expected to video conference before 9:30 and after 4pm during the working week.

Teachers must report any concerns or incidents to Rob with a report of the concern in detail as soon as possible after the incident.

Only the class teacher or head teachers can contact pupils via video conferencing.

The frequency of video conferencing may depend on age group and this will be reviewed after trialling this new concept for a fortnight.

The headteacher can withdraw video conferencing from an individual should they contravene the guidance as agreed in the consent form (see Appendix I). They will be notified of this with an initial warning, then a ban should the offence continue.

Appendix I Online Consent Form

I give permission for my child(ren) to interact with the classroom teacher/headteacher(s) and fellow classmates using the 'Zoom' (cloud meetings) app, including permission to communicate using microphone and camera.

I understand that by giving permission, 'meetings' will be occasional - by invitation only - and that 'attendance' will be sought only by my child's/children's classroom teacher using the teacher's Rosemary Works email address: (teacher's first name)@rosemaryworks.com.

Should you or your child(ren) be invited to meet by an individual or organisation not using said address format, the invitation would be reported to the Designated Safeguarding Lead (Rob Dell) / Deputy Designated Safeguarding Lead (Ross Stewart) immediately as a potential safeguarding issue in accordance with Rosemary Works' Safeguarding and E-Safety Policies.

I understand that my child(ren) will only be invited to meet between the hours on 9.30am and 4pm, Monday to Friday during term time.

I understand that teachers should not be invited to meet on Zoom by parents or by children - unless prior, mutual agreement has been reached by all parties.

I understand that Students under the age of 18 should not go to www.zoom.us or any other website or app store to download the app or create an account because:

- (i) they should only be joining Zoom meeting sessions as participants (not separate account holders) through the School Subscriber's (teacher) account;
- (ii) minors are not permitted to create an account per Zoom's Terms of Service.

I understand that as parent or guardian, I am responsible for supervising the suitability of my child's/children's online access, communication and the 'home' setting (wherever distance learning is taking place outside of school). This includes ensuring children have a quiet, safe space from which to meet (in an appropriate room), are wearing appropriate clothing, and that there are no age-inappropriate or unlicensed background noises visuals or moving images. I understand that only my child(ren) will join the meeting, and that adults and other children will not be permitted to partake without prior agreement by all parties. Parents are encouraged to supervise (but not appear on screen). Each meeting will end at the teacher's discretion.

I understand that Zoom sessions may be recorded by class teachers only and that occasionally, these recordings will be shared in accordance with our current sharing of photos agreement policy and personal data/data protection guidelines.

I understand that classroom teachers will approach Zoom meetings as being an extension of the classroom learning environment. As such, classroom and school expectations, procedures, policies, and rules will be adhered to as normal - by teachers and children alike. Teachers will facilitate and lead all meetings and will follow Rosemary Works' behaviour policy and classroom rules.

I give permission for my child(ren) to experience and access learning resources, as deemed suitable and appropriate by the classroom teacher in the normal, recognised classroom learning environment.

By ticking the box, I confirm I have read, understood and agree to the above, and that I confirm my consent to my child(ren) using Zoom as outlined. (online consent tick box)