



## Live-streaming Safeguarding Principles and Practice

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**1. Aims**

This live streaming policy for The Societas Trust ("Trust") aims to:

- Ensure consistency in the approach
- Set out expectations for everyone involved
- Provide appropriate guidelines for data protection

**2. Synchronous Learning best practice**

Synchronous approaches such as live video streaming may be practical and appropriate in certain circumstances, particularly in support of remote learning. Synchronous or 'live streaming' sessions with learners can also be very useful for keeping in contact with them; another advantage being that feedback and assessment for learning is instant and interactive. Live-streaming of governor and staff meetings should also be considered in certain circumstances where face to face meetings are not considered either practicable or appropriate.

Before using synchronous approaches, such as live-streaming, governing boards, headteachers/principals and staff must have full regard to Trust and local safeguarding policy and guidance.

The Trust and its settings have access to Microsoft Teams that can provide an interactive environment that enables collaboration and engagement in a safe and accessible way.

## Live Streaming Practice and Recommendations

- All live-streamed sessions should be carried out using Microsoft Teams, rather than any other application.
- Due regard should be given to the considerations outlined in this guidance to ensure staff and learners are appropriately protected and safeguarded.
- Where possible facilitators should use microphone headsets to improve the quality of audio on the calls.
- Where possible all participants should wear headsets during calls to improve the quality of the audio and remove unnecessary background noise.
- It is recommended that microphones are muted when not required to improve audio quality of the meeting.
- Screen sharing will allow staff to broadcast their screens and share documents / information in the same way as traditional whiteboards and projectors for discussion and sharing with the course attendees.
- We are mindful that if remote working/learning is happening nationally then there may be bandwidth restrictions. In this event dropping the Teams sessions down to just audio might be necessary.

### **Planning will be critical to ensuring a safe and successful live-streaming lesson. Education practitioners must undertake the following.**

- Consider the purpose, benefits and limitations of a live-streaming lesson.
- Consider if an alternative method is more appropriate, e.g. if a demonstration is planned, perhaps a screen recording may be more suitable.
- Consider availability of learners, e.g. will all learners be available, will some need to join or leave at different times? It is recommended that the number of learners on the session is considered.
- Ensure the length of live-streamed lessons are appropriate for your learners.
- Familiarise yourself with features of Microsoft Teams and how to use it effectively.

### **It is essential you consider your location and camera settings carefully to maintain a professional and responsible disposition at all times. Education practitioners must undertake the following.**

- Choose a neutral location that is appropriate and safe.
- If streaming from home, ensure you choose an appropriate venue (e.g. a living room, a study or a kitchen). Microsoft Teams enables you to change

or blur your background display. It is recommended that both you and your learners use this facility.

- Consider carefully what is in view of the camera, i.e. check that the background is professional and does not contain images or information that should not be shared or that could be deemed inappropriate. It may be helpful to ask a 'critical friend' to check what is in view of the camera.
- Reduce the possibility of the session being interrupted by household members or pets.

### **Professional conduct**

- Staff should adhere to professional standards of dress when in front of the camera.
- Be conscious that in an online environment remarks are being heard by a number of attendees and could be easily misconstrued.
- Be mindful of the need for confidentiality; especially if you are live-streaming from a venue where other adults or children are present.

## **3. Data Protection**

### **3.1 Processing personal data**

Staff may need to collect and/or share personal data such as names and school email addresses as part of the remote learning system. As long as this processing is necessary for the Trust's official functions, individuals won't need to give permission for this to happen.

### **Recording live-streaming sessions**

As a live-stream recording constitutes personal data, staff must comply with the Trust's data protection policies and GDPR regulations (See also Appendix A).

### **3.2 Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

#### 4. **Safeguarding**

##### **Key principles – Safeguarding at the core**

1. Safeguarding and welfare of learners is paramount and takes precedence over all other considerations.
2. At all times you should continue to follow Trust and local safeguarding policies. All issues relating to online safeguarding should be dealt with in the same way as face-to-face teaching.
3. Online safety policies, staff and learners' well-being, safeguarding and remote learning policies should reflect how live-streaming will be carried out and monitored
4. Policies and procedures for reporting incidents of misuse must be followed at all times.
5. If you have any safeguarding concerns please report them immediately.

#### 5. **Monitoring**

The use of synchronous learning, platforms and quality of provision will be monitored and adjustments to this policy made at regular intervals

## **Appendix A – Guidance to Support Recording of Live On-line Lessons.**

### **Guidance from the DfE states:**

The remote education expectations set out in guidance state that schools are now expected to provide remote education that includes either recorded or live direct teaching, alongside time for pupils to work independently to complete assignments that have been set. It is for schools to determine the exact delivery method which will best allow them to meet the needs of their pupils. **Therefore, there is no expectation for schools to record live lessons they might provide.**

There is a wide range of resources available to support schools to meet the expectations DfE have set. The [Get Help With Remote Education page on gov.uk](#) provides a one-stop-shop for teachers and leaders, signposting the support package available. This includes information on safeguarding and remote education expectations

### **Should you choose to record a live on-line session, please consider the following:**

As with all new forms of processing you must complete a Data Protection Impact Assessment (DPIA) and assess any risks to privacy and the security of the saved recordings before proceeding. **You must also have the prior permission of your Head Teacher.**

You will need to decide on the purpose/purposes for the recordings. This could include, but not limited to:

- Enable students to review at a later time as an aid to learning
- Lesson observation
- Safeguarding concerns

Once the purpose/s have been established, you cannot use the recordings for any different purpose.

### **You will need to decide, depending on the purpose, what is your legal basis:**

You could rely on 'Public Task' and issue a Privacy Notice. This notice must include a statement concerning accidental image capture of other household members or visitors. Students should be reminded at the beginning of each recorded lesson that recording is taking place and should have the opportunity to turn their camera off if they do not want to be recorded.

It is possible to rely on consent, but this will need to be obtained from all parties who might be captured on a recording. Consent has strict requirements in UK General Data Protection Regulation (GDPR) and must include the following:

be fully informed consent stating what the purpose is, who it will be shared with and how long it will be retained for

you cannot rely on implied consent so must obtain and record evidence of acceptance data subjects must be given the means to withdraw consent at any time. You must consider, if consent is withdrawn, how to include the student in future on-line lessons.

**Other considerations:**

Recordings of images are considered personal data and must therefore be made available should you receive a subject access request. You will need to determine how the recording can be edited to ensure only the personal data of the requestor is supplied.

Schools may use different applications to record lessons. This is less of an issue if you are using locally installed software, that is, anywhere installed on your network. However, if you are using internet-based applications, you will need to check where the recordings are stored and whether they offer adequate security with regards to the data being processed. You should note in particular where the servers are located, especially where this is outside of the UK or EEA.

When recording personal data, in any format, the recording must be necessary, appropriate and proportionate for the purposes it is being recorded. You should ask yourself whether you actually need to record lessons or is it a 'just in case/nice to have'? If recording is not necessary, appropriate and proportionate it could be deemed excessive under Data Protection legislation.