

BDAT GUIDANCE: USE OF ICT FOR COMMUNICATIONS AND TEACHING DURING COVID-19

Issued: OCTOBER 2020

USE OF ICT TO FOR COMMUNICATIONS AND TEACHING DURING COVID-19

This guidance is issued to set out protocols and standards to be followed to allow remote teaching and live streaming of lessons during the COVID-19 pandemic restrictions. It also provides advice on the use of ICT platforms across the Trust.

Background

The COVID Pandemic has meant that schools have to teach students in different ways. There is much more reliance on remote working, both through the use of paper-based home learning resources and through agilely utilising remote and digital technologies.

The government has recently brought into law that schools must provide remote education for classes, groups or individual pupils who are self-isolating, or where there are local or national restriction restrictions requiring them to stay at home. This becomes effective on 22 October 2020.

In addition to remote teaching, schools also have to find new ways to communicate regularly and effectively with other stakeholders. For example, staff meetings may need to be run remotely during local lockdown; the government has advised parent evenings should preferably be run using remote technology; and Governing Body meetings are now taking place using video-conferencing.

This guidance sets out the Trust position on how this meetings and online teaching can happen.

Trust Position on ICT Platforms

The Trust position is that **Microsoft Teams** is to be used as the platform for video conferencing and remote learning. **Google Classroom** may also be used for remote learning. Other applications such as Zoom are not to be initiated by Trust staff, but staff may join a Zoom call if invited to do so by a third party.

Remote meetings such a Local Governing Body meetings, parental meetings, briefings etc. are to be conducted using Teams. Those setting up such meetings should inform other participants that the meeting may be recorded, and once the meeting has started ask all participants of anyone objects to recording. If an objection is made, the meeting is not to be recorded.

BDAT Position Statement on Use of ICT Support for Communications and Teaching During COVID.

The **Trust position on live streaming of lessons**, follows the Government advice, that this is acceptable as long as safety measures (such as those listed below) and risk assessments are put in place to protect staff.

Should schools choose to provide remote education using live streaming or pre-recorded videos, this link [using video conferencing services securely](#) may help schools to set up video conferencing safely.

In addition, [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice on live, online teaching, and the [safeguarding guidance from London grid for learning \(LGfL\)](#) includes platform-specific advice.

Some general tips and advice for staff:

- Teaching from home is different to teaching in the classroom. Teachers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background.
- **Before running a live stream lesson**, consideration should be given to ensuring appropriate safeguards are in place. The London Grid for learning document sets out a number of considerations and can be found here:
<https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf>

The non-negotiable considerations when live streaming are:

- Never use personal accounts
- Do not use any system not approved by the Trust
- Never start live streaming without another member of staff 'in the room'
- Never hold one-to-one conversations with students

Staff who feel uncomfortable with live streaming lessons or do not understand the system and protocols should not be pushed to live stream lessons until they have been offered further support or training. Teaching will not be enhanced if staff are not fully trained and comfortable with the system, and the lesson may not be safe or reliable.

If a staff member is uneasy, you should take the following steps:

- first share the risk assessment to explain what measures are in place to protect them
- take time to discuss the expectations with them for how to live stream a lesson
- provide further additional training to help them feel at ease with this new form of teaching
- allow them to observe and support another live streamed lesson so they feel familiar with the approach.

Ultimately our aim is to support all staff to feel comfortable to deliver teaching remotely as this is an additional skill which will enhance their teaching skills set in the long term. During the COVID Pandemic it will be an essential way to support our children when they cannot attend school in person.