USE OF ICT FOR COMMUNICATIONS AND TEACHING POLICY

As part of our focus on diversity and inclusion, BDAT pledges that our policies will seek to promote equality, fairness, and respect for all staff and students. Our policies reflect the BDAT values of inclusion, compassion, aspiration, resilience, and excellence. By working closely with a range of stakeholders, such as our school, union, and HR colleagues, we have ensured that BDAT's policies do not unlawfully discriminate against anybody.

USE OF ICT FOR COMMUNICATIONS AND TEACHING

This guidance is issued to set out the protocols and standards to be followed to allow safe, secure, and accessible remote teaching and live streaming of lessons across the BDAT family of schools.

It builds on the good practice that was established during the COVID 19 pandemic to enable agile and flexible remote teaching, as well as ensuring consistency and coherence of teaching when schools may be required to close at short notice e.g. snow days, maintenance issues, or further lockdowns.

It also provides advice on the use of ICT platforms across the Trust for other meetings which may benefit from taking place remotely e.g. Local Governing Body meetings, parent/carer meetings, PLC and workstream meetings, training events, and more.

Background

In 2020 the Government issued The Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction. This direction makes clear that schools have a legal duty to provide remote education for state-funded, school-age children unable to attend school due to public health advice, UK government guidance, or law relating to coronavirus (COVID-19).

On August 18th 2021 this Directive was reissued to cover at least the 2021-22 academic year.

BDAT has significantly invested in our digital estate, with all schools and the central office migrating to a Trust wide, cloud-based ICT system, allowing staff and students improved and better access to ICT any time and from anywhere. This means we have been well placed to continue delivering high quality remote education since the COVID pandemic for any reason where a school may be required to close at short notice.

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

Trust Position on ICT Platforms

As part of the digital infrastructure upgrade, all schools and the central office are operating on the Microsoft platform. This means that **Microsoft Teams** must be used as the platform for all video conferencing and remote learning. Google Classroom must not be used. 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.

When remote meetings are scheduled, they are to be conducted using Teams. The meeting organiser should inform other participants that the meeting may be recorded, and once the meeting has started, the meeting organiser must ask all participants if anyone objects to recording. If an objection is made, the meeting is not to be recorded.

Trust Position on Live Streaming Lessons

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 safeguarding measures 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 format 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. At all times when remote learning is necessary, it will be an essential way to support our children when they cannot attend school in person.