

# Online Learning and Video Streaming Policy

## 1. Policy Statement

1.1 The college recognises the educational benefit of teachers using the multimedia resources available on the internet. However, it is also recognised that there are a number of risks involved in accessing video streaming content during classes. This policy aims to set-out guidelines on appropriate use of such media, within a class-room setting, for the protection of both teachers and learners.

## 2. Definitions

### 2.1 Video Streaming Website

Any website which allows the user to stream videos over the internet, for example YouTube.

### 2.2 Class-room Setting

For the purpose of this policy, class-room setting is intended to include any situation whereby a member of staff is presenting to one or more students for the purposes of learning.

### 2.3 Inappropriate Content

Any material that is or could be deemed to be: sexually explicit; contain offensive words or language; expresses extreme political views; contain violence or graphically explicit material or is discriminatory on the grounds of sex, disability, sexual orientation, age, sexual identity, race or religion and belief.

## 3. Misuse

3.1 Access to video streaming websites is provided solely for the benefit of the learners. Any teacher or officer found to be using these services for reasons not associated with the work of the college or accessing inappropriate material could be subject to further action, including removal of access rights to these services or instigation of the formal misconduct and discipline policy.

## 4. Risks

4.1 There are a number of risks associated with the access of streamed videos via the internet. These risks are all associated with the exposure of students to inappropriate content. Inappropriate content may be found within images, videos or text. It may be found within a video itself, within the page in which the video is embedded, within comments that have been posted in reference to the video, within post video thumbnails or may be through corrupt links which may open unexpected videos or websites.

## 5. Staff Responsibilities and Appropriate Use

5.1 Teachers (or other staff within a class-room setting) have a responsibility to ensure that their learners are not exposed to any of the above types of inappropriate material. The below process has therefore been designed to minimise the potential risk of learners being exposed to inappropriate material. All staff are expected to follow this procedure.

5.2 All video content should ideally be searched for in advance of a lesson, as part of the planning process.

5.3 All videos should then be accessed through the Virtual Learning Environment (VLE) and/or Microsoft Teams.

5.4 On occasions when staff are required to source additional video material during lessons this should not be done in front of the learners. The search should be performed on the teacher's private screen and should not be presented to the learners until the teacher has watched the video and can be assured that the content is appropriate.

## **6. Additional Access to Other Resources**

6.1 The college recognises the benefit to learners of a rich use of internet based resources embedded into learning. It therefore welcomes suggestions from staff for access to other internet based tools.

6.2 Any request should be submitted via the IT Help Desk and should include information on how this will be of benefit to the learners. This will be considered against the potential risks of such access.

## **7. Accidental Access to Inappropriate Resources**

7.1 In the event of inappropriate material being accidentally presented to learners, the staff member involved should report this immediately after the lesson to both their line manager and to the IT Manager.

## **8. Remote Learning**

8.1 Staff should communicate with students during normal College hours using College software and online platforms.

8.2 Students are expected to communicate with teachers via their College email or through Microsoft Teams.

8.3 Teachers need to consider the environment of where they are conducting a remote lesson. Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard.

8.4 Teachers are expected to use appropriate and professional language in all communication with students when delivering online lessons.

8.5 Students are expected to behave appropriately when using online platforms, in the same way as when on site.

## Annex 1 - Guidance for Remote Learning

### Safeguarding Teachers

- How we present ourselves, our interaction with others and our general conduct are highly significant when working directly with young people and vulnerable adults. This includes both in and around the classroom and working from home remotely, communicating with learners through Microsoft Teams or other means.
- Our personal presentation and professional conduct reduce the risk of allegations and keep young people and vulnerable adults safe from harm. Safeguarding learners and protecting yourself from the risk of allegation, is a key professional priority.
- Always use college email addresses and do not give students personal telephone numbers, email addresses or your home address
- Do not connect with students on social media platforms. Your online boundary setting is equally as important as your College and classroom based boundaries.
- Do not respond to invitations on Facebook, Instagram, Snapchat or other forums.
- Do not meet students offsite, either 1-1 or a group, even in a public place.
- Do not get drawn into discussing your personal lifestyle details of yourself or family
- Do not photograph, audio record or film students via your personal devices.
- If you have any concerns about the behaviour of other staff, contact a member of the Senior Management Team

### Using Video Conferencing

- If you are taking part in live webcams using Microsoft Teams or other remote contact with students, here are some safeguarding guidelines to follow:
- No one-to-one video conferencing, groups only
- Be aware of what students can see. Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Live classes should be kept to a maximum of 70 minutes (normal lesson length),
- Language must be professional and appropriate, including that of any family members in the background.

### Making Phone Calls

- Only make calls during usual college hours
- Observe professional boundaries and use appropriate language
- All calls or attempts to make calls must be logged on ProMonitor. This helps to safeguard everyone and means there is a clear audit trail.
- If using your personal mobile/landline you must dial 141 before calling any students/parents so that your number is hidden
- Remember not to share your personal numbers with students if using your own phone

### Safeguarding Students

- Our students may well be upset in these difficulties times and may ask you for help.
- Avoid adopting an on-going support or welfare role, beyond the scope of your position.
- Avoid adopting a role that is the responsibility of another staff member or external professional, such as college counsellor or safeguarding team.
- All students have been sent details of external support available including:

- Samaritans – 24hr confidential emotional support – Tel: 116 123 – [www.samaritans.org](http://www.samaritans.org)
- Young Minds - <https://youngminds.org.uk/blog/what-to-do-if-you-re-anxious-about-coronavirus/>
- The Mix - <https://www.themix.org.uk/>
- If you have a safeguarding concern, make a safeguarding referral on pro Monitor as usual or email [helpafriend@bsix.ac.uk](mailto:helpafriend@bsix.ac.uk)
- If the student discloses that they are in immediate need of emergency support, please refer them to the following:
  - 999 – when you are in immediate danger
  - 101 – to report a crime
  - Childline – free confidential support for under 19s – Tel: 0800 1111 – [www.childline.org.uk](http://www.childline.org.uk)
- A&E finder - <https://www.nhs.uk/Service-Search/Accident-and-emergency-services/LocationSearch/428>