



BJS Federation of Schools

Live Session Policy

Policy Adopted by Executive Headteacher on: Spring 2022

Signed 
Ms A. Parker, Executive Headteacher

Live Session Policy

For parents:

- Ensure that children are in an appropriate location, where they can be supervised e.g., at the dining table or in the living room. However, remain out of screen shot as the children are the focus for the session
- Ensure that children are given the space to share their thoughts and ideas
- Be mindful of the fact that this provision has been created for the children and they should be the focus
- Ensure that the environment in which the child will attend the session is quiet so that they can clearly hear what is being discussed
- Ensure that children are appropriately dressed in everyday clothing
- Remind children not to eat during sessions
- Ensure that no recording of sessions takes place. The sessions are intended to be live, and the video and audio must not be misused in any way.
- Be mindful of inappropriate content / personal information being visible on screen
- Ensure that your child is punctual for each session
- In the instance that the display name is unfamiliar, school staff will request that the camera is on. If the camera is not turned on or there is no confirmation of the participant's identity, teachers reserve the right to remove participants from the live sessions
- Parents must not interrupt the session for any reason

For pupils:

- Microphones must be turned off until the adult leading the session asks you to turn them on
- Chat should only be used to write messages that are relevant to the session and support the learning of the group, when asked to use this by the adults leading the session
- Language and behaviour must be respectful (the expectations as described in the school's behaviour policy continues to apply to online sessions)

What you can expect from us:

You can expect staff to adhere to the policy
Sessions will never go on for longer than an hour

In the event that a child or parent does not adhere to this policy:

- One warning will be given orally and in the chat.
- Should the unwanted behaviour persist, the child will be removed from the session
- Should a teacher witness something that raises a safeguarding concern during a session, the pupil will be removed from the session, and this will be reported to the school's DSL for further investigation