



# Live Teams Learning Episodes

Additional Safeguarding guidelines &  
behaviour expectations during live-  
streaming



# Safeguarding guidelines

- **Students are strictly forbidden from video or audio recording live-streamed teaching/tutoring episodes, including screen-grabs.** Any incidences of this will be treated in breach of the school's behaviour policy in the same way as if they had recorded their teacher and/or classmates in school. Depending on the seriousness of the breach the student may be temporarily or permanently, partially or wholly excluded from other live-streamed teaching/tutoring episodes in the future.
- **Teachers may choose to record all or part of their live-streamed teaching episode to use a recorded lesson resource.** If they do choose to do this they will notify the students in the TEAMS meeting that they are going to do this, and give them an opportunity to leave if they do not wish to be part of the recording. If the student remains in the TEAMS meeting it will be seen as their consent to be recorded.
- **Live-streamed teaching/tutoring episodes should only be attended by those invited by the teacher/tutor through Microsoft TEAMS.** Any interruption or contribution to these from anyone other than the student intended to be in the session will result in the teacher/tutor cutting off that student. Depending on the seriousness of the intrusion the student may be temporarily or permanently, partially or wholly excluded from other live-streamed teaching/tutoring episodes in the future.
- **If only one student attends a live-streamed teaching/tutoring episode, our guidance is that teachers should end that session.**



# Student Behaviour Expectations

- When using Teams, students should be polite, sensible and respectful. Normal classroom expectations will always apply.
- Students must keep their microphone on mute, if students wish to speak or ask a question, they should indicate this to their teacher using the "raise hand" icon. The class teacher will then invite the student to speak. Students should wait until invited to speak before unmuting.
- Students and staff members can choose to have their cameras turned on or off.
- If a student experiences an incident where someone is unkind or disrespectful, they should report it to their class teacher in a private message or email.
- Students may use the chat function for appropriate discussions related to the lesson topics. Any inappropriate actions will result in students being removed from the session.
- Students must be appropriately dressed for the session. Students should treat sessions as a non-uniform day in school – no pyjama's, clothes with inappropriate slogans, too much skin on show, make up, etc.



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# Using Microsoft Teams:

How to install the APP:

[Students Guide to Microsoft Teams - Installing Teams on your Device at Home - YouTube](#)

Using Microsoft Teams:

[Students Guide to Microsoft Teams - Introducing your new Virtual Classroom - YouTube](#)

Attending live lessons:

[Students Guide to Microsoft Teams - Attending Live Lessons in Microsoft Teams Meetings - YouTube](#)