



TOP 10 TIPS FOR DIGISAFE 'LIVE' LEARNING

1 Always follow the protocols within the ICT Acceptable Use policy and the Social Media policy

2 Always use the devices supplied by your school. Ensure that you are logged into your MS 365 account so that e-safe security can run.

3 If you are delivering a 'live' session via MS Teams, do so from a safe and appropriate place (not a bedroom) and ensure that there is a clear background. Use 'background effects' to blur or change your background.

4 Wear suitable clothing and ensure the camera angle is straight ahead, stable and focused on your head and shoulders.

5 Ensure that you will not be interrupted inappropriately by other family members.

6 Language must be professional and appropriate including any other adults or children in the vicinity.

7 If you are recording the session, make this explicit to the participants and ensure that incoming videos are turned off. Do not capture images of children.

8 When students join your live sessions, remember to use the participants window to check they are 'attendees' (see the TSAT guide steps 21-26 to remind you) - this will ensure students cannot take control of presentations or microphones. If there are any concerns about students' behaviour, follow the consequences process put in place by your senior team.

9 For over 13s you can conduct a live learning session on a 1-2-1 basis if needed, but you should record the session. At the start, record yourself seeking and obtaining consent to make the recording. The video must be stored securely and not shared.

10 If a child raises a safeguarding concern during an online session, they should be immediately directed to use the 'Report it' link on the school website frontpage. Staff should still record this as a concern on Safeguard.