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ADVANCED PREPARATION

SECURITY

- Check your broadcast platform is secure and that you have applied all of the safety settings available
- Ensure all the links to your event have been shared with individuals as securely as possible
- Make sure that participants cannot enter the room before the host grants them permission

PERMISSIONS

- Check that your leadership team/governing body permit you to use your platform of choice
- Ensure you have received informed consent from parents/carers of the children/young people attending your event
- Check your approach to personal data collection and use is fully compliant with GDPR
- Ensure you take account of age restrictions within the Terms and Conditions of use of your chosen platform

BACKGROUND

- Ensure your background is neutral, free from distractions and any inappropriate or identifiable information
- When sharing your screen, consider what participants will be able to see e.g. files on your desktop

PRACTISE

- Properly rehearse what you are going to say
- Ensure that the learning follows the same structure as in the classroom
- Test the safety and privacy settings of the platform
- Practise muting or removing a user
- Test the equipment you intend to use
- Test the bandwidth of your WiFi and to avoid congestion, ask others who use it not to for the duration of your session
- Review the accessibility regarding language and supporting material

SAFEGUARDING

- Ensure your joining instructions include information for children/young people, their parents/carers and any other participants on the standards of behaviour and how to report any safeguarding concerns
- Circulate information to parents/carers about the platform you will be using with their children, including how they download the application and any key issues they need to be aware of



BROADCAST

SETTING GROUND RULES

- Use a template slide to begin all of your presentations. This slide should explain the rules for all participants e.g:
 - when they can speak/contribute
 - how they should present themselves on screen (i.e. dressed appropriately)
 - how to interact with others
 - how and when they can leave the 'room'

MANAGING YOUR BROADCAST

- Always consider playing a prerecorded video of your teaching input. This means you can manage the live stream and answer questions while broadcasting
- Have another member of staff available to co-present or support
- If possible, have another member of staff virtually present to monitor the broadcast and communication
- Never ask anyone to share personal information including contact details during the session
- Think about how you present yourself and represent your organisation, lead by example

SAFEGUARDING

- Remind children/young people, their parents/carers and any other participants, how to report any concerns at the end of the broadcast

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CRITICAL REVIEW

EVALUATION

- Provide a structured mechanism for participants to provide feedback on the session. This should include the quality of the engagement and a specific question on any safeguarding concerns
- Undertake a debrief with colleagues on the content and delivery to establish how either could be improved

ACTIONS

- Consider any technical issues and where possible, seek help and establish future contingency plans
- Where appropriate, provide a response to specific feedback from individual participants
- Amend content and delivery based on feedback and debrief where required
- Compile Frequently Asked Questions for future use

SAFEGUARDING

- Ensure you have referred all identified or suspected safeguarding issues to your Safeguarding Lead
- Ensure any incident involving inappropriate behaviour is recorded and responded to in line with your organisation's policies/procedures

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SPECIFIC NEEDS

- Provide the appropriate support for SEND/ASL children/young people
- Provide access to learning for any children/young people without access to the internet
- Where appropriate, provide children/young people and parents/carers with access to any materials from the learning afterwards
- Ensure that additional or supporting resources are available on your website or on any other learning platforms