

## **NASUWT CHECKLIST FOR THE USE AND MANAGEMENT OF DISTANCE LEARNING**

This checklist must be read in conjunction with the NASUWT guidance on distance learning, which can be found at: [www.nasuwt.org.uk/remoteteaching](http://www.nasuwt.org.uk/remoteteaching).

The checklist highlights important professional and practical issues which need to be considered by members before they engage in distance learning, and contains specific advice on livestreaming lessons.

### **Members must be satisfied that:**

livestreaming represents the most effective means of delivering a particular learning objective or whether other distance learning approaches would be more appropriate;

they are not being compelled to use livestreaming, but have selected this approach themselves as a matter of informed and free professional choice;

the use of livestreaming will involve a manageable number of pupils and will not educationally disadvantage those students who do not have access to relevant technology;

the technology they use allows them to blank out or distort their backgrounds;

there are arrangements in place to prevent pupils from recording sessions or capturing screengrabs;

explicit and informed written parental consent has been secured for their children to participate in livestreamed lessons;

there is clear agreed guidance on the involvement of and interaction with parents during livestreaming;

information has been issued to parents by the school (which has been agreed by the NASUWT) making clear what is acceptable pupil and parental engagement in, and behaviour with regard to, livestreaming;

livestreaming will not involve one-to-one contact with pupils;

livestreaming will take place during what would be normal pupil session times when the school premises are fully open;

pupils are clear about the behaviour expected of them during livestreamed sessions, e.g. taking turns to speak and not interrupting teachers or other pupils;

the technology being used will allow teachers to mute their microphones and those of pupil participants, or to remove pupils from the session;

livestreaming will be undertaken through the use of an employer-approved rather than personal account;

the preparation of materials for livestreaming has been workload impact assessed and working time allocated for the preparation of materials;

livestreaming will not result in excessive marking, planning and assessment-related burdens;

the required technology has been identified and appropriate training has been made available to staff;

no requirement has been placed on staff to provide or purchase their own equipment to support livestreaming, and staff who may have agreed to use their own equipment are being compensated as appropriate;

the platform and methodology being used to provide livestreaming has been risk assessed in the context of the school's policies on:

- safeguarding;
- data protection; and
- health and safety.

health and safety guidance has been issued by the employer to staff which complies with safety requirements of use of screen time, home working and disability access;

livestreams will not be monitored for the purposes of performance management/appraisal;

livestreaming sessions are not being recorded;

there is no expectation by the employer that livestreaming or other distance learning will be used, when schools are fully open, to extend learning provision to individuals, groups or all pupils in the evenings, during the working week, at weekends or during school holiday periods.

If the provisions in this checklist are not being met and the school is resistant to accepting these safeguards, then contact should be made with the NASUWT for further advice and support on: [advice@mail.nasuwt.org.uk](mailto:advice@mail.nasuwt.org.uk).

Members are advised to read carefully the Welsh Government's 'Live-streaming principles and practice for education practitioners' which can be found at: <https://hwb.gov.wales/zones/online-safety/Live-streaming-safeguarding-principles-and-practice-for-education-practitioners>.