

# A

## 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

# C

## 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

# S

## 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