



WWF-UK LIVE LESSONS: TEACHER INFORMATION

Platforms available

WWF uses **Zoom** as its default platform. We are also able to use **Microsoft Teams** as an alternative if Zoom is not permitted or accessible for the school. If you require a different platform (e.g. Google Meet or Skype) you will need to contact us so we can make alternative arrangements. Please note that this might not always be possible.

Our Zoom live lessons can have a maximum of 500 participants and Microsoft Teams can have a maximum of 300 participants.

WWF speakers

WWF Education staff leading live lessons have a valid DBS check (no more than 2 years old). Staff from other WWF departments, or from outside WWF, will be accompanied by a WWF Education team representative if they do not have a valid DBS check.

How to set up a live lesson – Zoom or Microsoft Teams

1. If you have requested a Zoom or Microsoft Teams meeting a member of the Education Team will send you a link to the live lesson once the time and date have been confirmed.
2. You should then share this meeting link (ideally on the same day as the live lesson) with any other teachers that need to join and with students who are working remotely.
3. Your IT department should not need to do anything but please check with them if you are not sure what platform your school supports, or if you are unsure about microphones and video on your school computer.
4. At the time of your live lesson teachers and students should all join by clicking the meeting link. You will first be put into a waiting room and once the WWF speaker is ready you will be admitted into the live lesson.
5. Students and teachers should enable their audio and video if possible (see figure 1 and figure 2 for more information).

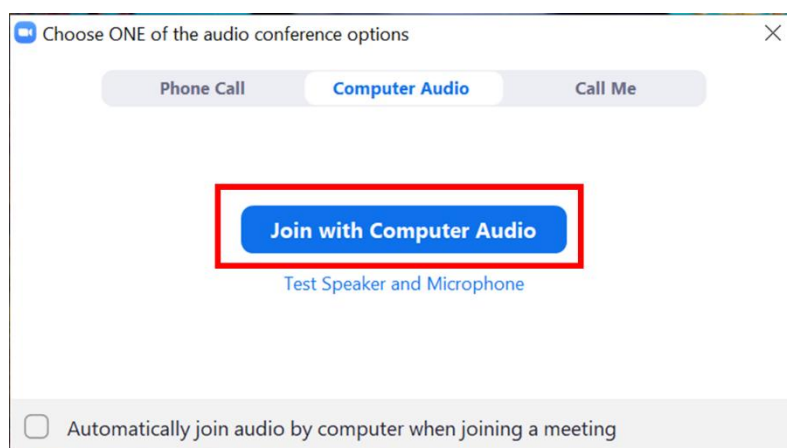


Figure 1: When joining a Zoom live lesson make sure you click 'Join with Computer Audio'

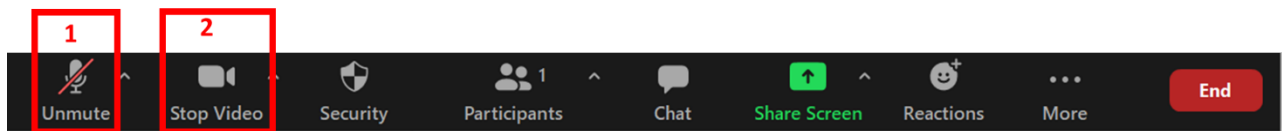


Figure 2: This is the Zoom task bar. Teacher and students should all mute their audio (1) and turn on their video if possible (2) before the live lesson begins.

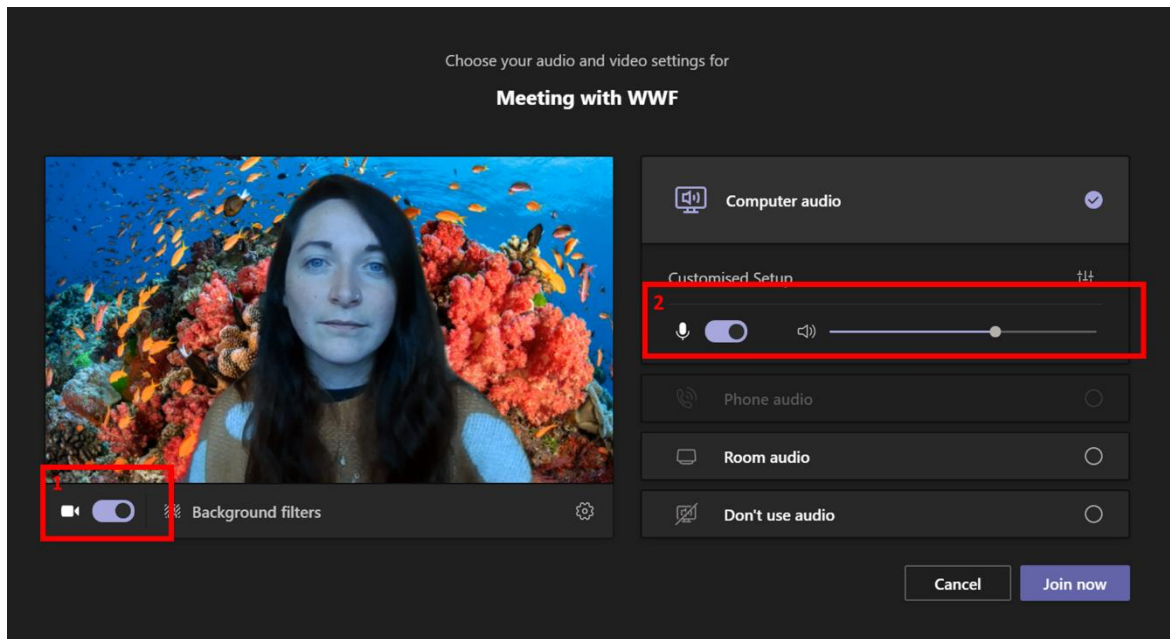


Figure 3: When joining a Microsoft Teams live lesson make sure you toggle on your video (1) and audio (2).



Figure 4: This is the Microsoft Teams task bar. Teacher and students should all mute their audio (1) and turn on their video if possible (2) before the live lesson begins.

6. Live lessons will begin promptly at the scheduled time, teachers should make sure to try and join a few minutes before the live lesson is due to start.
7. The 'waiting room' function will be enabled to ensure that students cannot join the meeting unsupervised before WWF or school staff join.
8. If you are concerned that the link may have been shared to a wider group, or to individuals who it is no longer appropriate to join the live lesson, teachers should contact WWF to request an alternative meeting link for the live lesson.
9. WWF speakers will not record any of the live lessons.

How to set up a live lesson - other platforms

If you have requested to use another platform and this is agreed, you will need to send us a meeting invite once a time and date has been confirmed. You will need to give the WWF educator permissions so that sound and screens can be shared and may need to provide instruction on how to join.

Expectations from teacher

- A teacher should be present to monitor student behaviour at all times. If the WWF speaker is left alone with students, they will need to end the live lesson.
- Sometimes it can be difficult to hear students if they are far away from the computer microphone so teachers may be asked to repeat questions and answers from students.
- A teacher should ensure that the live lesson code of conduct (below) is covered with students in advance of the meeting.
- Ultimate responsibility for student attendance, behaviour and wellbeing rests with the teacher. WWF will not continue to engage with a class if there are concerns about the level or nature of support for students by the school. WWF will escalate concerns about student welfare or school practice in accordance with the WWF-UK Child Safeguarding Policy.

Live lesson code of conduct

For live lessons to run smoothly all students agree to:

- Give the lesson their full attention
- Mute themselves whilst the WWF speaker is talking
- Turn on their video if possible (if at home) – we understand that there may be reasons why videos cannot be turned on and that is not a problem.
- Wait until the speaker asks for any questions.
- When asking a question put up their hand or use the raise hand tool.
- Only use the chat box if asked to by the WWF speaker or teacher – there must be no private messaging to other participants during the session
- Only use the annotation tools if asked to by the WWF speaker.
- Name themselves either as their first name (and first letter of surname if there are multiple students with the same first name), their school or class name or remain anonymous. There must be no joke names or any rude language used in names.

Further information

Students joining from home with video should be aware that their surroundings will be visible and background sounds will be audible when their microphones are switched on. Students and their parents/carers should make sure that the location selected is appropriate – including behaviour, presence of young family members, background details that could offend or convey private personal details, and offensive language or music.

WWF will eject any participants whose behaviour presents a risk or repeated disruption to other participants, or where there is a concern that the participant is not a student. WWF will eject participants on a teacher's recommendation.

Any questions or concerns should be sent to education@wwf.org.uk or to the WWF educator you are in contact with. Any serious issues should be raised using the WWF-UK escalation process: [wwf.org.uk/contact-us/complaints](https://www.wwf.org.uk/contact-us/complaints).

You can learn more about our safeguarding policies by accessing the documents below.

- [WWF Online Safeguarding Policy 2021](#) (PDF)
- [WWF-UK Safeguarding Children Policy 2021](#) (PDF)