



Zoom Safeguarding Guidance Jan 2021

For the safety of everybody it is ESSENTIAL that these rules are followed. Any breaches will be followed up by Mrs Bull and could mean that further live provision will be halted for individual pupils or groups of pupils.

Setting Up and Joining Sessions;

- All meetings will be set up by the teacher using a zoom account registered to a school email address. The links will be put on the weekly Home Learning Plan.
- Where necessary some sessions will have audio/video disabled
- The chat function will be disabled
- Pupils will be required to wait in the waiting room and then be admitted by the teacher
- Sessions will be locked once all participants are present
- All sessions will be recorded. For the prevention and detection of safeguarding issues the images will be kept for 7 working days on the secure school network and will be deleted as soon as possible thereafter, unless the images are required for evidential purposes, in which case they should be held until no longer required.
- By taking part in the meetings, parents are giving consent for their child to appear by video link, for the session to be recorded and that the code of conduct will be adhered to.

Parents Role;

- A parent should be present in the same room for each session.
- The Zoom account must be in the family name so we can identify children and take the register.
- Pupils must remain in a public space (e.g. living room NOT a bedroom) for the duration of the meeting
- Pupils must be suitably dressed (not pyjamas), with both the top and the bottom half of their body covered, to take part in the meeting
- Parents are responsible for ensuring there is nothing in the background that is inappropriate/ they do not wish others to see.
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby

- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups – the school can be contacted in the usual way via the office or class email
- You must make sure you and your child have 'logged off' the call correctly once it is finished before turning off any devices
- Parents must ensure screenshots, photos or recordings of Zoom meetings are not made and meeting links are not be shared with others
- The school behaviour policy applies to all online sessions.
- Parents must spend some time speaking with their child(ren) about online safety before the meeting.
- Parents must ensure their child follows the Zoom code of conduct below

Pupil code of conduct for school Zoom sessions;

- I will make sure there is an adult present in the room where I am using Zoom
- I will make sure I am in a public room (not a bedroom) for my Zoom call
- I will make sure I am dressed appropriately (e.g. not pyjamas)
- I will make sure my language and behaviour is suitable for a school context – following the school rules at all times
- I will contribute politely and not talk over others
- I will not give the security details of my Zoom meeting to anyone else
- I will not take videos, photos or screenshots of Zoom meetings. I will wait to be told by my teacher to unmute myself/turn my camera on

Teachers Role;

- Teachers will be suitably dressed
- Teachers will remain in a public space (e.g. classroom, living room/kitchen NOT a bedroom) for the duration of the meeting
- Teachers will think about their background; laptop background, photos, artwork, identifying features, mirrors etc
- Teachers will ensure that access is only granted to the expected registered users invited
- Teachers will hold participants in a virtual waiting room while their Zoom account is confirmed.
- The teacher will be present at all points throughout the video call
- Teachers will stay in the meeting until everyone has 'logged off'.
- Teachers who share the screen should have the documents ready to avoid having to searching through folders etc.
- No staff member will contact you or your child using Zoom outside of any pre-arranged meetings. If they do need to contact you, this will be via email or phone as normal.
- Teachers will continue to follow the school's Code of Conduct at all times
- Teachers will only carry out the pattern of teaching sessions as agreed by the senior leaders

Leaders Role;

- Leaders will review and amend their online safety and acceptable use policies to reflect remote learning

- Leaders will ensure that all relevant staff have been briefed and understand the policies and the standards of conduct expected of them
- Leaders will have clearly defined operating times for virtual learning
- Leaders will consider the impact that virtual teaching may have on children and their parents/carers / siblings
- Leaders will consider the impact that virtual teaching may have on their teaching staff
- Leaders will determine the structure of remote learning ensuring there is a combination of live, pre-recorded lessons and existing online resources
- Leaders will be aware of the virtual learning timetable and ensure they have the capacity to join a range of lessons if required
- Leaders will take into account any advice published by the local authority or their online safety / monitoring software provider