

Use of Zoom/ Microsoft Teams for live sessions with pupils

We value the importance of connection and so, during this period of school closure, we will be holding daily zoom sessions for the children to see one another and engage in communication with their class teacher. We will also be using zoom to allow teachers to hear pupils in KS1 read and for pupils who require sessions to support their social, emotional and mental health. If we experience technical issues with zoom then we will use Microsoft Teams.

Security measures:

- The school will only use Zoom or Microsoft Teams as both platforms provide safety features.
- The meeting will be shared with parents via a secure link. This will be shared via Class Dojo, Tapestry or email. The link must not be shared with anyone, if you have not received the link you must contact school.
- The 'waiting room/ lobby' function will be enabled so that staff can see who is waiting to join the meeting. Attendance will be recorded on a spreadsheet.
- Children should log in a couple of minutes before the meeting is due to begin.
- Parents should ensure their child's name is displayed when they log on to the meeting.
- Microphones must be muted on entry.

Safeguarding measures:

- Parents/carers must be present at the start of the meeting, and in the same room for the duration of the meeting.
- Meetings are groups or whole class, unless you have been invited to book a 1-1.
- 1-1 meetings happen for pastoral support or for teachers to listen to your child read. We request the parent stays in the room, as above, for these meetings.
- We do not record meetings.
- All meetings are attended by 2 members of staff.

Conduct:

- Staff and pupils should be appropriately dressed during the calls, as should everyone in the household.
- Staff should ensure they have their background set to blur.
- All adults in the room when a call is taking place will ensure that their language is appropriate.
- Parents will not talk to other children on the call as this is not appropriate.
- Pupils should be in a suitable communal room for the call, lounge, dining room etc. Bedrooms and bathrooms are not appropriate. If a staff member sees a child is not in a communal room, they will mute the child's camera and ask them to move to a communal room.
- Parents and pupils are not permitted to take screen shots during the session. Staff will only do this for defined educational purposes.

Pupil conduct:

- Pupils are reminded of the behaviour expectations at the start of the meeting. If they are not showing respectful behaviour the teacher will turn their camera off and send them a message after the meeting on Class Dojo or Tapestry.
- The teacher will lead the meeting and will look forward to the children participating. As in school, pupils will take turns and will listen to others and instructions.
- There will be opportunities to ask questions, pupils will be asked to raise their hand if they have a question and the teacher will say their name to indicate they can ask the question.

Permissions:

- Parents will be asked to give consent to their child using zoom or Microsoft teams for remote learning via SIMS LITE. ***NB: As the lockdown was unplanned, consent will be implied by children joining the session (following the link being followed by parents) until digital consent has been provided so that children are not disadvantaged in the short term.***

Security breaches or safeguarding concerns:

- In the unlikely event of a security breach or serious inappropriate conduct, a staff member will end the meeting for all children and immediately inform the DSL.
- If a parent has a concern about the conduct of a member of staff during a meeting they should immediately inform the head teacher.
- If a staff member has a safeguarding or conduct concern about a child or parent they will inform the headteacher immediately and record it on CPOMS.