

Werrington Primary School



Live Video Conferencing with Pupils Protocol

Rationale:

As part of our Remote Learning Plan, staff will teach children directly (and live) using Video calls.

The purpose of this is to engage with the children, motivate them, and provide direct teaching and feedback, whilst they are unable to attend school.

Ensuring Call Security:

In order to ensure that the meeting is private and can be accessed only by the children / parents who have been invited, the following steps will be taken:

- The school will only use Video Conferencing Platforms which provide the safety features below (Zoom and MS Teams).
- The meeting will be shared via a secure link.
- The school will ask parents to keep the link to the meeting secure and to not share it with others.
- The 'waiting room / lobby' function will be enabled so that staff can see who is waiting to join the meeting and check that they have been invited.
- Children should log into the meeting 2-5 minutes before it begins and wait in the waiting room/ lobby until the meeting starts.
- Parents should ensure that their name or the child's name is displayed when they log on to the meeting.
- The school will mute cameras and microphones on entry.

Supervision & Safeguarding:

- Parents should be present for the start of the meeting and should stay in the same room throughout the meeting.
- Most meetings will be in groups or whole class. The staff member will not record group or whole class meetings.
- Some meetings will be 1-to-1 e.g. to hear individual readers, to provide pastoral support etc.
- If the meeting is 1-to-1 the staff member will request that the parent stays in the same room whilst the call takes place.
- If the parent is unable to be in the same room whilst the meeting is taking place, then the staff member will tell the parent that the meeting will be recorded for safeguarding reasons (to provide a record that the staff member maintained the school's safeguarding expectations). In this instance, the member of staff will notify the Designated Safeguarding Lead (Philip McLauchlan) that they recorded the session via CPOMs. The session videos will be stored in the Staff Drive in 'Zoom Sessions' folder. **However, it is expected that this will be an exception.**

Safety & Conduct:

- Staff and pupils should be appropriately dressed during video calls, as should everyone else in the household.
- Staff should consider what personal information they are displaying in the background when holding a video call.
- All adults in ear-shot of the call will ensure that their language is appropriate (including other household members).

- Parents will not engage with other children on video calls when their child is in a group session as this is inappropriate.
- Pupils should only take video calls in common areas (lounge, kitchen etc) NOT bedrooms. If a member of staff sees a child is in their bedroom then they will mute the child's video camera and ask them to move to a common area.
- Parents and pupils will not take screen shots during the session. Staff will only do this for defined educational purposes.

Permissions:

Parents will be asked to give consent to their child using Video Conferencing for remote learning. *NB: As the lockdown was unplanned, consent will be implied by children joining the session (following a link sent to the parents' Dojo account) until digital consent has been provided so that children are not disadvantaged in the short term.*

Security breaches & safeguarding concerns:

- In the unlikely event of a security breach or serious inappropriate conduct, the member of staff will end the video call for all children and immediately inform the DSL.
- If a parent has a concern about the conduct of a member of staff during a video call they should immediately inform the headteacher.
- 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.