From our weekly phone calls, it is clear that children are missing their friends. Therefore we are launching the use of Zoom to give children the opportunity to see and chat to their friends, in small groups. This will be organised by class teachers and meeting codes sent out to parents by Seesaw.

It is important that there is careful consideration of the **location** that everyone uses. It is possible that children may be in their bedrooms and this is not appropriate. Parents should be informed about this when setting up any Zoom calls.

It will be important to set ground rules as the introduction to each session, e.g who can speak, muting microphones (by children or adult) and remotely putting hands up. As this will be the first time children have met in this way it will take time to become familiar with the new environment. Children/parents to be advised they are not to be record the calls.

* There must be two adults present in any Zoom calls. If your teaching assistant is not available, then ask another teacher or teaching assistant to join.
* Teachers to create a register of any Zoom Calls, including who participated and the timings.
* No 1:1s, Zoom calls should be for small groups/whole class.
* Staff must wear suitable clothing, as should anyone else in the household.
* Any computers used should be in appropriate areas, for example, not in bedrooms.
* Language must be professional and appropriate, including any family members in the background.
* Teachers are able to use the mute controls to disable microphone and enable children to speak at different times.
* A ‘classroom standard of behaviour’ is expected from children and staff.
* Report any safeguarding incident or potential concerns, as per the safeguarding policy

Policy Written on: 4.5.2020

Written By: Jonathan Fyne

Shared with staff and governors on: 4.5.2020