

## **ADDENDUM TO THE FOXWOOD ACADEMY E-SAFETY POLICY: USE OF MICROSOFT TEAMS FOR STUDENTS AT HOME**

**Reviewed: 5<sup>th</sup> January 2026**

### **Conditions for Foxwood Academy Staff using Microsoft Teams with Students**

- A. Where possible, all live sessions should be via the Academy's laptop or desktop with possible use of interactive whiteboard and commentary from the teacher.
- B. Where staff are delivering live sessions, this must be with groups and never 1:1 (1 staff, 1 student), although 1 student and 2 staff is permissible. In exceptional circumstances, 1:1 may be permissible if a Risk Assessment is written and approved by the Safeguarding Lead.
- C. Parents/Carers to be sent a link prior to the session. **For data protection purposes, it's important that all parents/carers are invited using the BCC facility** as this will ensure email addresses will remain protected. By using the link, parents/carers are consenting to their child/young person's attendance at the meeting. Parents/Carers are asked to contact the Academy with any issues.
- D. For any session there should be a minimum 2 staff present unless otherwise agreed. (See point B).
- E. The Academy advises that voice-only is the safest way to communicate with students who are at home. However, in the case where live platforms are needed, for example to share documents, staff providing live sessions should be mindful of the position of their laptops. *Best practice: positioned away from the class so students at home are only able to see the teacher/TA.* Any video background should be a blank wall or blurred using Microsoft Teams settings [here](#).
- F. Staff control the group using the mute facility if necessary.
- G. Sessions may be recorded and accessible later, so that all students have equality of access should they need access to the session later. These will be stored securely for a short period of time on our internal systems and will never be posted on Social Media.
- H. Staff and students should wear suitable clothing. Within the home setting in particular, clothes must be seen on the upper body and no night or swimwear.
- I. Live streaming should be kept to a reasonable\* length of time, or the streaming may prevent the family 'getting on' with their day.
- J. Staff must always wear their Foxwood Academy lanyard.
- K. Language must be professional and appropriate, including any family members in the background. Staff will insist on this and will terminate the meeting if necessary.
- L. Staff will only use platforms provided by Foxwood Academy to communicate with parents/carers/students.
- M. Parents/Carers are responsible for filtering systems on their own devices.

*\*Staff to use own professional judgement for exact timings.*

### **Before the Teams Meeting:**

- Invite attendees. Copy in DSLs and Phase Leader. This will serve as an alert to DSLs/Phase Leader who may join the session. Please ensure the session is attended by 2 separate members of staff.
- Parents/carers of invited students who have said 'no' to image consent should be contacted prior to the meeting to discuss. If consent is still withdrawn, the student must **not** take part in the meeting. If consent is then given for Teams, parents must provide the Academy with WRITTEN consent. This will normally be by email.
- No other staff should be allowed into the classroom.
- The image consent list should be used to check all students onscreen have parental permission.
- Parents/carers should be reminded that:
  - The session will be run using the conditions outlined in the letter sent by the Head Teacher 22.1.21. By using the link provided by the member of staff who organised the session, they are allowing the young person to use Teams today.
  - **Parents/carers must not take screen shots/ pictures and post on social media.**
  - Their child/young person must be supervised.
  - Staff reserve the right to terminate the meeting if rules are breached.
  - Students should be reminded:
    - What will happen during the session including how they take turns.
    - How long the session will run (approximately).
    - Expectations of behaviour, politeness and use of appropriate language.
- The session should not start until both members of staff are present.
- Teacher should explain how the lesson will run and any technical information such as using the mute facility.
- It should be explained to students that responses should be kept short. Sessions are best kept to approximately 30 mins.
- Where staff have a concern, then they must follow existing Academy reporting procedures. All safeguarding concerns should be reported through Safeguard My School / My Concern as usual.

Example letter

*Good afternoon parents,*

*As some of our children are learning from home, here is a useful reminder about the procedures we follow to ensure our children remain safe online.*

*When we make a video call, we will always send you an email first with the video link and the time. We will assume that if you do not give permission or do not wish for the call to go ahead you will not click on the link and will contact your class teacher and let us know. We will never email your child asking them to join a call without you knowing, and we will never ask to 'video meet' with you or your child outside our school hours which are currently 9.00 – 3.30.*

*To use the video link in our email just click on it. The browser window will open and the first time you use it, it will ask you to download the software. If you use a Teams account for*

*another reason, please make sure you log out of that account before your child uses it. This will make sure any settings that you have made in your account do not over-ride any that we have put in place to safeguard your child.*

*When we make the video call, please make sure the computer is in a suitable place, not in a bedroom or bathroom for example and the background is clear, showing just the wall perhaps.*

*For your child's safety we may record our call with you. The recordings are kept on our school servers for a short period of time and no-one is permitted to view them without good reason and with permission from the headteacher.*

*Our school account has settings that will limit problems with the following issues that you may have heard about:*

- 'Zoom-bombing'
- Risk of phishing
- Privacy concerns
- Recordings
- Private zoom meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

***To protect you and your child further, please:***

- Do not create or use an existing account for them, this will make sure that your child cannot change any of our settings.
- Make sure the joining email is from our school email address, this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- We aim to make sure that there are two adults on the video call and we would like parents to be in the vicinity when our call takes place.
- There should be no inappropriate content on any of our video calls. Please contact the Academy if you are concerned about any of the content of the video call.

*Yours sincerely*

*Headteacher*