



**Kenilworth Primary School  
Online Video Conferencing Policy**

**January 2021**

**Rationale**

The aim of the School is to develop and implement a curriculum that meets the needs of each pupil. The staff, parents and Governors should strive to work in partnership to best achieve this goal.

The use of information and communication technologies (ICT), including the Internet, has developed rapidly and now involves every pupil and member of staff. The Internet has become an integral part of children's lives, enabling them to undertake research, talk to friends and access information from a wide range of sources. However, increasing use of the Internet, in and out of school, brings with it the need to ensure that learners are safe.

Internet development is constantly evolving into ever more innovative areas, with many websites enabling amazing creativity and interaction between peers. Pupils interact with new technologies, such as mobile phones, tablets and the internet, on a daily basis and experience a wide range of opportunities, opinions and situations. The exchange of ideas, social interaction and learning opportunities involved is greatly beneficial but can occasionally place young people in danger.

Online video conferencing enables users to see and hear each other between different locations. It is a real time, interactive technology and has many uses in education. A range of online video conferencing equipment can be used to facilitate communication between members of our school community both on and off site. This presents a number of challenges with regards to accessibility, inclusion, data protection and safeguarding. The school takes the following precautions to ensure the safety of all users including staff and pupils.

**General guidelines -**

- All live video contact between school staff and students will be arranged in advance and with the agreement of the Head Teacher or their nominated staff member.
- Suitable clothing will be worn by staff, students, parents and other members of the household.
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background. Staff are to use background filters where possible.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for online video sessions as normal school conduct.
- Staff members leading live online sessions will be supported by an additional member of staff who will be watching and monitoring the conduct of participants.
- Live video sessions will be recorded and saved for up to 30 days to provide a record that can be consulted if any issues were to arise. They must also be recorded where only one staff member is present for any reason.

*“To support children to succeed academically and be happy, confident, resilient individuals, who are able to embrace the challenges of modern life”*

- At the start of a session parents and children will be asked to confirm they are aware of expectations and to give consent to participation at the start of each session.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, then the conversation will be ended and concerns will be recorded and passed directly to the Headteacher.
- Live online sessions for groups or classes should be kept to a reasonable length of time (no longer than 30 minutes) and should take place during normal lesson times.
- User accounts used to host these sessions are linked to school email accounts and not personal ones.
- External IP addresses are not made available to other sites or made visible to external parties.
- Video conferencing contact information is not put on the school website.
- SLT and system administrators have oversight and will check the log of all meetings that have been scheduled (See Appendix A)
- The following system settings must be used:
  - Only staff members are able to initiate a meeting and act as a host.
  - The teacher must log on early to ensure that they are the first person in the meeting – if they are not already in the meeting, the pupils will get an error message and will be unable to join.
  - The meeting link is to be put on google classroom after the teacher has joined the meeting.
  - Teacher is to switch off screen sharing and the chat panel for all pupils. The chat panel may be turned on during the meeting if required.
  - Towards the end of the meeting, the teacher should delete the meeting link in google classroom.
  - At the end of the meeting the teacher must be the last person to leave the meeting – this will stop pupils from being able to re-enter the meeting.
- In participating in the scheduled sessions parents and students have therefore agreed to the code of conduct that underpins these sessions. They will be asked to confirm this at the start of each session. Failure to meet any of requirements will result in refusal from future sessions.
- If a member of staff has any safeguarding concerns within a session, they will follow our safeguarding policy and alert the DSP. They may need to finish the session early or eject pupils to safeguard the children on the call.

**School Staff will:**

- Only use school registered accounts to host meetings, never personal ones.
- Ensure the school registered account is only used for school purposes and not for personal use.
- Keep their login details secure.
- Make sure they are using the latest version of the app / software – install new version when prompted.
- Share the invitation link with Kenilworth pupils through google classroom only – it will not be shared externally.
- If the host notices that an uninvited attendee joins the meeting then they should remove

*“To support children to succeed academically and be happy, confident, resilient individuals, who are able to embrace the challenges of modern life”*

that attendee using the Manage Participants section. If the uninvited attendee is from outside of the school community then the session will be ended immediately to protect all involved from exposure to inappropriate material.

- If a pupil is behaving inappropriately in a session, then the host should warn the pupil, if it continues then the pupil can be removed from the session. Staff to ask SLT to follow up with parents before that pupil joins any future sessions.
- Only use a videoconferencing system that has been approved by the school (currently Google Meets).
- Ensure that you have a safe and appropriate place with no inappropriate objects or information visible to pupils.
- Take care to ensure that monitors and screens showing pupil faces and / or names cannot readily be overlooked and viewed by unauthorised persons.
- Schedule and host all video conference sessions.
- Ensure another member of staff is always in the meeting and the meeting is recorded.
- Keep a brief log of the meeting: What? When? Where? Anything that went wrong? Any inappropriate use of the system by pupils? Which other staff member was present? Any relevant information will be shared with SLT.
- Ensure that materials to be delivered are appropriate for the age group of participants.
- Staff members may limit student use of video or audio in a live session if this is needed to facilitate and manage the session.
- Ensure that video conferencing sessions are only carried out with groups of pupils and one to one sessions are not used.
- Establish age appropriate ground rules with pupils at the beginning of the session.
- Consider and put in place appropriate support required for SEND pupils – use of accessible language and images when sharing documents/images on the screen.
- Consider pupils that are unable to access and join the meetings – keep a record of pupils not joining – follow up with parents sensitively.
- When live sessions are recorded, staff must upload the recording to a secure location on the google drive.
- Ensure that all resources are appropriate and that they have been vetted prior to use. Social media sites will not be used with the children.
- Not give out or share personal contact details or social media accounts.
- Maintain professional boundaries when using online video and use appropriate language at all times.
- Remind pupils about the safeguarding policy and reporting process at the beginning of the session and throughout if needed.

**Parents will -**

- The parent or carer must make sure their child and other members of the household are aware the video call is happening.
- Parents will need to appear on screen at the start of the session to confirm they give consent

*“To support children to succeed academically and be happy, confident, resilient individuals, who are able to embrace the challenges of modern life “*

for their child to be part of the live video session.

- Ensure that the call takes place in a safe and appropriate place with no inappropriate objects or information visible.
- Ensure that they have read and understood the responsible ICT use policy (This is completed on the admission to school by every family).
- Ensure pupils are accessing appropriately and using the tool appropriately.
- Ensure that the students first name is displayed at the beginning of the session and throughout.
- If a pupil is behaving inappropriately in a session, then the host (staff member) will warn the pupil, if it continues then the pupil may be removed from the session. A member of the school leadership team will follow up with parents before the pupil joins a future session.
- Agree to sessions being recorded by the school and saved securely by the school.
- Ensure that pupils are supported with any video conferencing sessions and supervised where appropriate.
- Ensure that the invitation link or the link to a recorded session is not shared with anyone or on any form of social media.
- Please note that the recording, taking screenshots or photographs of any session is not permitted by anyone other than school staff. Online sessions must not be reproduced in any other way.

### **Linked Policies**

Safeguarding and Child Protection Policy

E-Safety Policy

Staff Code of Conduct

Staff Handbook

Appendix A



Kenilworth Primary School  
Video Conferencing Log

Session	Date	Any Technology Issues	Any Innapropriate Behaviour	Other Staff Member Present	Anything To Share With SLT?

*“To support children to succeed academically and be happy, confident, resilient individuals, who are able to embrace the challenges of modern life”*