



05.05.2020

Zoom guidance for parents/carers

(for live meetings between school staff and pupils)

Despite not being in the school building, we continue to have a duty to keep our pupils safe, and must still adhere to key Safeguarding policies, which have recently been updated in light of the current situation.

- Parents will be sent a link from a staff email account to their preferred email account inviting them to join a meeting at a given time. **This link must not be shared.**
- Clicking on the link will take you to a waiting room.
- When everyone is in the waiting room, the host (a staff member) will start the meeting.

The following must be strictly adhered to:

- The Head teacher must be informed of when a meeting is scheduled to take place.
- Pupils must be supervised by an adult.
- At least two staff members must be present at the meeting.
- Staff and pupils must be appropriately and fully dressed.
- Staff and pupils must be in living/communal areas (not in bedrooms or bathrooms).
- No personal information is to be shared during a meeting.
- No screen shots may be taken or recordings of the meeting.
- Pupils and staff must display high standards of behaviour, including the use of appropriate language.
- If the host suspects that Safeguarding guidance has been breached, is witness to poor standards of behaviour or suspects any suspicious activity, the meeting will immediately be closed.
- **Parents must give written consent via email for their child to take part.**

Parents/carers need to have downloaded and signed in to the Zoom App before clicking on the link.