



20.04.2020

Dear Parents/ Carers

Further to research and trials using the video conferencing tool 'Zoom' I wanted to update you with our considerations for safeguarding of children wishing to participate in any sessions offered by teachers in the future.

As I'm sure you are aware, Zoom has come under unavoidable scrutiny by the media recently due to its popularity as a usable platform during school closures and lockdown. I would like to reassure you that Rackham's management team have spent a great deal of time, in collaboration with all the teachers, to research, read, practise and ensure all safe guarding measures are in place before opening this up to the wider school community.

As mentioned in my previous letter to you, no video conferencing tool will ever be able to replicate the teaching that happens in a classroom and it would be unfair to ask teachers to use it in this way at the moment. However, if and when teachers feel it would suit their classes, we will be offering this as an opportunity for the children to talk to their peers and boost morale whilst under the supervision of their parents, carers and teachers.

With all the above in mind, below is a list of expectations and requirements for any family participating in a video conferencing call. Please note that these have been updated and extended since my previous correspondence and should therefore be read very carefully.

The following expectations were shared in a letter sent to parents and carers dated 31.03.2020.

- ✓ Children will need access to a laptop or tablet with video and microphone enabled.
- ✓ Adults must be responsible for setting up the call using the passwords and information supplied by the hosting teacher.
- ✓ Children must participate in the call in a family room. This cannot be their bedroom.
- ✓ The usual school rules apply; no inappropriate language or gestures will be tolerated. Children will be expected to respect others' opinions and allow their peers to talk. Inappropriate behaviour will lead to the class teacher 'muting' your child's input or ending their participation.
- ✓ Conversations will be predominantly led by the hosting teacher and will largely be around wellbeing and questions regarding work.
- ✓ It is not essential for an adult to be present **with a KS2 child**, but adults should stay within earshot for the duration of the call. Feel free to pop in and give us a wave if you would like.
- ✓ Children have the right to choose to leave the call at any point.

After trials and further reading around security settings the following, important, expectations are to be added:

- ✓ Children will be added to the group meeting via a 'waiting room'. They will only be admitted if a recognisable name is visible – ie 'Mandy' or a parent's name. Generic 'iphone6' or 'admin' type names will not be admitted for security reasons.
- ✓ Children in **Early Years and KS1** should have a parent present and visible at all times.
- ✓ Siblings of participating children are not permitted to be part of the call.



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- ✓ Children are not permitted to have their own mobile phones with them for the duration of the call.
- ✓ Children may only use pre-made backgrounds created by Zoom. If using, these should be decided at the beginning of the call and then remain unchanged throughout.
- ✓ Dress code: visible clothing should be in line with a non-uniform school dress code.
- ✓ Passwords to the meeting should not be shared with anyone. If another member of the class has lost their password, they should contact their class teacher directly via the class email address.

Please note that if behaviour expectations are not met by the children, the hosting teacher has the right to remove them from the session and parents/ carers and either myself or Mrs Harrison will be notified.

I hope you agree that the expectations above are reasonable considerations to make in order to keep all our children safe, which is always our highest priority. If you have any further questions, please do not hesitate to contact me on address below.

Best wishes,



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