



## PROTOCOLS FOR USING ZOOM – JANUARY 2021

At Whitefield Primary School we have opted to use the Zoom platform to support our remote learning during lockdowns and any pupil isolation periods, as well as for weekly homework.

After researching this platform we are satisfied that it provides an appropriate level of security, although as with any on-line tool this is never 100% guaranteed so staff and parents should familiarise themselves with the appropriate steps to take if there are any security or safeguarding concerns. Staff will use school devices and contact pupils only via the school approved log in. This ensures that the setting's filtering and monitoring software is enabled.

Teachers will:

- send the invite for the zoom session to the parents via Seesaw the day before the session
- mute on arrival in to the group
- will control the sound settings and unmute individuals when it is their turn to speak
- not record any part of the session. If the teacher believes that the session is being recorded by a parent, the session will be brought to an end immediately
- dress appropriately for the session
- ensure the background of their 'zoom room' is appropriate
- ensure Mrs Foster is aware that a meeting has been organised so that she may join the meeting if she is available
- always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report any such incident to a senior leader in school. This is as relevant in the online world as it is in the classroom; staff engaging with pupils and / or parents online have a responsibility to model safe practice at all times.
- be responsible for acting as a moderator during the online session and to address any concerns that arise either immediately if appropriate or after the session with the parent.
- raise any safeguarding concerns immediately with the DSL or, if unavailable, the backup DSL following school safeguarding procedures;
- keep a register of who attends the session and contact any who do not attend to ensure they are ok

Children will:

- prepare for the session by thinking about what they would like to contribute based on the topic identified by the class teacher
- know that they do not have to contribute to the session if they choose not to
- be respectful to other children in the group and to the adults
- dress appropriately for the session – you do not need to wear your school uniform!
- be in a shared space in their house (not their bedroom)

Parents will:

- check Seesaw for the invite to the Zoom session
- not disclose the meeting code and password to anyone outside the immediate family
- not record any part of the session
- ensure audio and video on Zoom is working for the start of the session so as not to delay and eat in to the group timings
- ensure the name displayed on their screen is the child's first name only
- ensure their child is in a shared communal space in the home
- ensure the background of their 'zoom room' is appropriate
- sit next to their child during the Zoom session – this is a non-negotiable protocol to ensure we adhere to our safeguarding rules