

## **The Crossways Schools**

### **Live Video Conferencing with Pupils Protocol**

#### **Rationale:**

**As part of our Remote Learning Plan, staff will provide some 'live' sessions with the children.**

The purpose of this is to engage with the children, allow them to maintain contact with staff and other pupils (providing an opportunity for social interaction with peers), share learning and provide elements of feedback, whilst they are unable to attend school.

#### **Ensuring Call Security:**

In order to ensure that the meeting is private and can be accessed only by the children / parents who have been invited, the following steps will be taken:

- The school will ask parents to keep the link to the meeting secure and to not share it with others.
- The 'waiting room / lobby' function will be enabled so that staff can see who is waiting to join the meeting and check that they have been invited.
- Children should log into the meeting 2-5 minutes before it begins and wait in the waiting room/ lobby until the meeting starts.
- Parents should ensure that their name or the child's name is displayed when they log on to the meeting.

#### **Supervision & Safeguarding:**

- Parents should be present for the start of the meeting and should stay in the same room throughout the meeting.
- Most meetings will be in groups or whole class.

If the parent is unable to be in the same room whilst the meeting is taking place, then the meeting will not be able to continue for that child.

#### **Safety & Conduct:**

- Staff and pupils should be appropriately dressed during video calls, as should everyone else in the household.
- Staff should ensure they are displaying/conducting the meeting against a plain background and should conduct sessions in appropriate areas, for example, not in bedrooms
- All adults in ear-shot of the call will ensure that their language is appropriate (including other household members).
- Parents will not engage with other children on video calls when their child is in a group session as this is inappropriate.
- Pupils should only take video calls in common areas (lounge, kitchen etc) NOT bedrooms. If a member of staff sees a child is in their bedroom then they will switch off the child's video camera and ask them to move to a common area.

- Parents and pupils will not take screen shots during the session. Staff will only do this for defined educational purposes.

**Security breaches & safeguarding concerns:**

- In the unlikely event of a security breach or serious inappropriate conduct, the member of staff will end the video call for all children and immediately inform the DSL.
- If a parent has a concern about the conduct of a member of staff during a video call they should immediately inform the Executive Headteacher.
- If a staff member has a safeguarding or conduct concern about a child or parent they will inform the safeguarding team immediately and record it on CPOMs.