



Safeguarding whilst attending online class meetings

All the following rules are in place to protect our students, student's families and teachers. Please read these alongside the **Pupils virtual meeting document**.

When partaking in any online class it is crucial that students, parents and teachers follow strict rules to protect themselves:

1. When signing into the meeting a parent/guardian **MUST** be present. Once set up and signed in, the parent can leave the room if they wish, but they must be in the house. If the meeting is 1:1 a parent **MUST** stay.
2. Parents/guardian **MUST** take responsibility for signing out of a meeting.
3. When a meeting is scheduled, all students, parents and anyone in the household that may be in the room **MUST** be appropriately dressed.
4. All video calls and lessons need to be done in a place with minimal personal items such as photos, paperwork etc.
5. No part of the lesson is to be recorded, screen shot or shared in line with GDPR and data protection policies.
6. Permission will be sought from all parents of children taking part and all parents must confirm via email that they agree to the rules as set out in the pupils virtual meeting document.

Teachers agree to the following:

- Inform head teacher of their intention to hold a virtual meeting using Zoom, giving the exact time and date of the meeting and a link to the co-host of the meeting **at least 72 hours in advance**.
- Scheduled meeting times will be posted on Purple Mash class blog /sent via email at least 24 hours in advance of the meeting.
- Meeting links will be shared with parents and pupils via, email and on the weekly time table.
- The waiting room function on Zoom will be used for all scheduled meetings and teachers will only admit pupils whose parents have agreed to the rules as laid out in the **Pupils virtual meeting document**. No other participants will be admitted.
- If teachers are to hold a 1:1 meeting with a pupil, parents will be sent the links for the meetings via email. Teachers and pupils need to ensure they are in an area where their conversations **can be** over heard either by another member of staff or the parents of the child. Headsets should not be used in a 1:1 meeting.
- Recording of the meeting will be disabled.
- All meetings will be password protected.
- Microphones will be muted on entry and teachers will decide when appropriate to unmute participants.
- Teachers will behave in a professional manner, as if they were in school.
- Teachers will stop the meeting immediately if they have any concerns relating to safeguarding the children whilst in the meeting.
- Any breaches of safeguarding policy, data protection or GDPR will be reported in the usual way.

Reviewed 19/01/21 By KA

KA 3/05/20