



Everyone **S**miles **H**ere.
Esh Church of England Primary School.

ESH
Church of England
(Aided)
Primary School.

Video Conferencing
Policy

June 2020



These Guidelines are adopted subject to the over-riding requirements of relevant legislation, of the school Trust Deed and to the legal responsibilities and powers of the Governing Body as employer, admissions authority and owner of the school

Aim :

To maintain contact between home and school, and for children to have contact with each other as a class during current school closure. Our aim is to use video conferencing as a means to conduct activities such as: sharing a reading text and answering questions, holding a discussion around a recent topic of learning, wellbeing-related group activities, quizzes or games.

The following policy outlines the expectations of staff and parents/carers and pupils regarding video conferences. All meetings will be recorded for safeguarding purposes. The recorded meetings will not be shared unless requested by relevant authorities.

This policy will be shared with parents/carers of children taking part in any calls arranged by the school. By accessing the link sent to parent/carer email addresses around 30 minutes before the call is scheduled to take place, parents acknowledge that they accept the school's policy and that they are giving permission for their child to take part in the call.

The preferred medium for video conferencing in school between staff and pupils will be Zoom, but other platforms may also be used.

Staff

- To inform and share information to parents/carers regarding the time, date and conference details to allow access via text message or email
- Calls will never be shared with pupils without parent involvement
- Lead teacher to be in control of meeting settings
- Lead teacher to accept children to video conference via a 'waiting room'
- Lead teachers to dress appropriately and use appropriate language as expected in school
- Meeting details and passwords to only be shared with those parents whose children are taking part in the call
- At least two members of staff will be involved with all video calls

To protect Parents/Carers and Pupils:

- By accessing the link sent to parent/career email addresses around 30 minutes before the call is scheduled to take place, parents/carers acknowledge that they accept the school's Video Conferencing policy and that they are giving permission for their child to take part in the call.
- Do not create or use an existing account for your child, this will make sure that your child cannot change any of our settings.
- Make sure the joining email is from Esh C of E Primary School, this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- We will always make sure that there are two adults on the video call and we would like parents to be in the vicinity when our call takes place.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.
- All pupils to dress appropriately and use appropriate language as expected in school. Furthermore, pupils are to address peers as they would in school.
- Pupils to not share personal information, take photos, screenshots, or share email addresses during video conferences.
- If necessary, lead teachers will remove pupils for disruptive or unacceptable behaviour during conferences.
- It is the responsibility of parents/carers to supervise logging on.
- Parents/carers and pupils to not share meeting details and passwords with others. If parents/carers misplace or forget log in details, please ask school for a reminder and these will happily be given.

Review.

This policy will be reviewed on a yearly basis, or as deemed necessary by the Governing Body. It links to our school Safeguarding Policy, Behaviour Policy and Online Safety Policy.

Date of Implementation: June 2020

Date of Review: June 2021

Signed Headteacher:

Signed Chair of Governors: