



Waterside Primary School

Live Video Conferencing with Pupils Protocol

Rationale:

As part of our Remote Learning Plan, staff will teach children directly (and live) using Video calls. The purpose of this is to engage with the children, motivate them, and provide direct teaching and 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 only use Google Meet as the Video Conferencing Platforms, which provide the safety features the school have approved.
- The meeting will be shared via a secure link.
- The school will ask parents and pupils to keep the link to the meeting secure and to not share it with others.
- The school will mute cameras and microphones on entry.

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. The staff member will not record group or whole class meetings.
- Some meetings will be 1-to-1 e.g. to hear individual readers, to provide pastoral support etc.
- If the meeting is 1-to-1 the staff member will request that the parent stays in the same room whilst the call takes place.

Safety & Conduct:

- Staff and pupils should be appropriately dressed during video calls, as should everyone else in the household.
- If Staff are running a Google Meet from their own home, they should consider what personal information they are displaying in the background when holding a video call.
- 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.
- Parents and pupils will not take screen shots during the session. Staff will only do this for defined educational purposes.
- Should a pupil's behaviour be inappropriate during a live video call the teacher can end their participation in the meet. If that happens the parents will be informed via Parentmail and the headteacher will be informed.



Permissions:

- As the lockdown was unplanned, consent will be implied by children joining the session. Should a parent not want their child to be involved then they should inform the school by email.

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 headteacher.
- If a staff member has a safeguarding or conduct concern about a child or parent they will inform the headteacher immediately and record it on CPOMs.