



Revised January 2021

Protocol for Live Video Calls Between School and Home

During the school day, children and adults will receive two invites to join two Live Zoom Sessions via Google Classroom's class news feed, where they will be able to catch up with members of their class and share their home learning. These Live Sessions are only open to children within their class group. A waiting room will be used in all zoom sessions and the class teacher will only admit children, whose names they recognise. There will be 2 Live Sessions a day (approx. 9:00am - 9:30am and between 2:30pm-2:55pm). At times, children will be invited to participate in additional zooms for either focussed reading work or intervention work. These sessions will be recorded by the host and stored for 30 days.

During any form of live online meeting, maintaining the safety and privacy of all users is paramount. Therefore, a strict set of protocols must be followed by all involved. Failure to adhere to these protocols may result in the individual being removed from the chat or the chat being terminated for all parties.

Rules for engaging with a live video call from home:

1. Video meetings should take place in a family room in the house, such as a living room or kitchen. Children may not join a video call from their bedroom.
2. Nothing private should be visible behind your child.
3. Only the child invited to the chat should be seen and heard during the call. Anyone else in the room should be out of view.
4. A supervising adult should remain in the room for the duration of the video call.
5. Children should be dressed appropriately (not in pyjamas), although school uniform is not required.
6. The video call may not be recorded by anyone other than the Class Teacher
7. Cameras should remain on for the duration of the call.
8. Microphones should be muted when not required - all children should be familiar with how to mute and unmute themselves.
9. The chat facility should not be used unless directed to do so by the teacher.
10. Screen names should be set as your child's first name.

11. Children may have a photo of themselves as their profile picture if their camera is not working.

If, during the call, a child decides to talk about something of a sensitive nature, the teacher will divert the conversation onto a new topic. If required, a follow-up phone call will then be made home by either the teacher or a Designated Safeguarding Lead.

Sanctions

1. Children will be given a warning by the host of the meeting and told what they need to do to rectify the issue.
2. They will then be removed from the meeting and left in the waiting room until the host is ready to re-admit them.
3. Once the child returns to the meeting they will be reminded of the Zoom protocol.
4. The incident will be reported to the SLT and may be reported to the Online Safety Officer.
5. SLT may decide to report the incident to the child's parent.

Further information can be found in the Behaviour Policy Addendum January 2021.

Should you have any queries please contact your child's class teacher or the office, via email.