



Safeguarding Considerations for Live Meetings

These guidelines are designed to ensure that students are protected from harm whilst working, collaborating and communicating online with staff.

1 Only ever use school registered accounts, never personal ones

2 No 1:1s, groups only

3 Only ever use MS Teams or Zoom to communicate via video call with students

4 Any safeguarding concerns should be raised with a DSL in the usual manner

5 Language must be professional and appropriate including any family members in the background

6 Staff will ensure they do not 'Allow' entry to anyone not known to the class

7 Staff will arrive before the start time and be the last to leave

8 All live meetings must be scheduled in advance to ensure a log of time, date, duration and attendees is kept

9 Live meetings should be kept to a reasonable length of time

10 The live meeting should ALWAYS be recorded so that if any issues were to arise, the video can be reviewed

11 Staff and children must wear suitable clothing, as should anyone else in the household.

12 Any devices used should be in appropriate areas, for example, not in bedrooms: and should take account of their surroundings

14

All participants should follow the video conferencing etiquette:

Be on Time

Be on time and prepared with your device charged. Close all materials and tabs. Make sure all tech works 5-10 minutes before the meeting.



Mute yourself

Mute yourself right away to eliminate background noise.

Presentation

Consider your surroundings and attire. Find a good spot in the house with few distractions and make sure you're wearing something appropriate for school.



Chat responsibly

Use the chat function responsibly. Only type when needed so the teacher can respond to questions promptly.

Headphones

Use headphones if you have them! If your headphones or earbuds have a microphone, even better!

Signals

Use hand signals:

Thumbs up / thumbs down

Hand by ear = can't hear

Raise hand = have a comment

Question mark = have a question

