Teacher guide and protocol for using Zoom

Safeguarding

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate, referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the code of conduct.

Schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Organisation

Below are some things to consider when delivering virtual lessons/video conferencing, especially where webcams or phones are involved:

· Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to gate keep and check content and comments.

· 1:1 video conferencing is strictly prohibited – On no occasion should staff make or take video calls with pupils.

· When using Zoom for a weekly circle time, 2 staff should be present/ logged into the call at all times.

· Video calls through Zoom will only take place when the member of staff is in school.

· Suitable clothing should be worn by the teacher and other adults

· Language and behaviour must be professional and appropriate.

· Staff should record the length, time, date and attendance of any sessions held.

· Staff should ensure they are working from a suitable area in school when accessing virtual calls or meetings.

· Staff should ensure that once all children are within the meeting, the meeting will be locked so that no other members can join.

· Staff will remove any participants who are not following these guidelines.

· The meeting will be ended if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.

The link below provides further information about Zoom should you require it.
https://www.littledayout.com/2020/03/31/parents-students-guide-how-to-use-zoom/