Goodmayes Primary School

Home / School Video Conferencing Policy

Context

This policy has been established as a temporary measure during the Coronavirus - Covid-19 lockdown to safeguard both pupils and staff members during live video conferencing sessions. It should be read in conjunction with our Data Protection and E-Safety Policies. Given the context, this policy will be periodically reviewed.

Purpose

The school will only use video conferencing for the purposes of delivering educational and well-being services during these unprecedented times. At Goodmayes Primary School we are continuously striving to find ways to support our pupils' and staff's emotional well-being using effective forms of communication. We will use video conference technology to provide a secure meeting place for each class or groups within a class, for a few minutes each week, so the class teachers and children do not feel so isolated and can continue with some learning from home. The video conferences will last for approximately 20 minutes (not full lessons) – to enable teachers to maintain some form of communication with those children willing to participate and abide by the rules of conduct.

This policy sets out the main points to follow when using video conference calling. It essentially covers the issues surrounding the safeguarding of both pupils and staff, as well as keeping children safe whilst online.

Roles and Responsibilities

As e-safety is an important aspect within the school, the Governing Board has ultimate responsibility to ensure that the policy and practices are embedded and monitored. Mrs Samina Jaffar (Headteacher) and Ms Winsome Fletcher (Deputy Headteacher and Designated Safeguarding Lead) have the responsibility of ensuring this Policy is upheld by all members of the school community.

This Policy is supported by the school's Acceptable Use Policy which staff will continue to apply to the medium of video conferencing. It is linked to the following mandatory school policies: Safeguarding & Child Protection, Health and Safety, E-Safety, Home-School Agreements, Behaviour/Pupil Discipline (including the Anti-Bullying) Policy and Staff Code of Conduct.

Class teachers will:

- Host and manage all meetings
- Set the meeting to last no longer than 20 minutes when video conferencing with pupils/parents
- Set the meeting to last no longer than 40 minutes when video conferencing with staff
- Provide administrative staff with specific links and passwords to send out to parents
- Default screen sharing to 'off'
- Use a new meeting room each time and will never use their personal ID – A set ID and password for class (to prevent sending every time)

- Admit invited attendees via the 'waiting room'
- Records will be kept of meetings and, in order to safeguard staff, meetings will be recorded but no screenshots will be taken
- Recordings of meetings will be kept for 30 days
- If a subject access request is made, parents/carers will be invited to view identified recordings in the presence of a member of the SLT
- Never publicise a meeting link on social media
- Should the meeting need to be aborted, parents will be informed by SchoolPing as to reason e.g. internet failure, and they will be notified of the next scheduled meeting via email.

Teachers and support staff will:

- Sit against a neutral background
- Avoid recording in their bedroom if they can (if that is not possible, use a neutral background)
- Dress like they would for school
- Use professional language
- Never take screenshots of meetings
- Never publicise a meeting link on social media
- Host and manage all meetings

Pupils will:

- Understand that they will be muted upon entry to the meeting but will have a chance to speak
- Listen to what others are saying, one person to speak at a time
- Never use screenshots on pupil's personal social media
- Never publicise a meeting link on social media
- Not use virtual backgrounds as this drains the bandwidth
- Follow the behaviour policy of the school even though they are at home
- When signing into zoom children must type use their first names to log in

Parents will:

- Abide by the code of conduct
- Receive an email via SchoolPing relating to access to the meeting
- Ensure that they supervise their child throughout the meeting and that the child is situated in an appropriate position within the house e.g. not in a bathroom or bedroom, and that the child is dressed appropriately
- Understand that the meeting is purely for social/well-being purposes and that children's work will continue to be given via J2e or SchoolPing
- Be informed if the meeting is for teaching purposes by email
- Never use screenshots on parent's personal social media
- Never publicise the meeting link on social media
- Not engage in conversation with teachers during the session; this is for the pupil and staff can be contacted via email

Date of Policy: June 2020

Date last review adopted by Governing Body:

Frequency of Reviews: Quarterly