



### Using Video Conferencing for meetings and lessons Parents and Carers Guidance for safe use

**During the period of school closure there are clear potential benefits of using video conference platforms such as Zoom or MS Teams. These include collaboration and educational interaction between students and teachers.**

Students and staff have been issued with guidance to follow to ensure that video conference lessons are conducted safely. Your support for these guidelines is greatly appreciated:

- Students will be provided with invitations to on-line lessons via Show my Homework or the school email system. Students must not post meeting details or invitations on social media. School staff have been instructed to ensure that any video conference account is linked to their school email account.
- As far as possible please make a safe, appropriate and semi-supervised space available for the lesson to take place in. Students have been told that as far as possible they should take lessons in a room with an open door and that where possible a parent / carer or another trusted adult should be in the same premises while the lesson takes place.
- There may be some cases where one to one work may be very beneficial to a student, for example in supporting learners with special educational needs to access their work, or to provide reading / literacy support. In such circumstances parental consent should be secured, and ideally a parent / carer should join some of the session, in addition to following all other guidelines in this document.
- Students should not take video conferenced lessons from their bedroom if possible.
- Students are asked to work against a 'neutral background' as far as possible – e.g. a plain wall.
- Students are required to present themselves as they would if they were in a face-to-face lesson: They should dress appropriately for a school lesson and follow the behaviour expectations that we have in lessons.
- Staff have the right to ask students to leave the lesson or to join with their video camera off.
- The teacher will record the length, time, date and attendance of any sessions held, but will not record the lesson itself.

Your child's teacher will contact the school's Designated Safeguarding Lead (DSL) if they have any concerns about a student. Examples of potential concerns may include:

- A staff member seeing, or hearing, a concern during an online lesson.
- A disclosure made by a student in the course of a lesson.