



## Using Video Conferencing for meetings and lessons Student 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.**

When using a video conferencing platform such as Zoom or MS Teams the following safeguarding guidelines need to be followed:

- You will be provided with invitations to on-line lessons via the school email system or Show My Homework. You must not post meeting details or invitations on social media.
- As far as possible you should take lessons in a room with an open door and a parent / carer or another trusted adult should be in the same premises as you (where possible) while the lesson takes place.
- You should not take your lesson from your bedroom if possible.
- You should work against a 'neutral background' as far as possible – e.g. a plain wall.
- You should present yourself as you would if you were in a face-to-face lesson: Dress appropriately for a school lesson and follow the behaviour expectations that we have in lessons.
- Your teacher has the right to ask you or any other student to leave the lesson or to join with their video camera off.
- Your teacher will record the length, time, date and attendance of any sessions held, but will not record the lesson itself.

Your 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.