



Use of Video Conferencing via Microsoft Teams



We will be holding year group and whole school assemblies for children in all year groups to connect and interact with school staff and their peers. If your child is unable to join the teams call due to technology restraints, please get in touch in case we can help. We would love to see as many children as possible for these calls. A register will be taken during these meetings and we will contact anyone who has been unable to attend so that we can catch up with you and see if there is any further support we can offer.

The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Microsoft, the Children's Commissioner and the NSPCC.

In order to protect both children and staff, we require that when you log on to the meeting, you agree to the relevant advice. By logging on to the meeting you agree to the following:

- An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- When joining any school Teams meeting you will need to briefly be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- Children must take part in the meeting in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. Teams has a built-in option to use a virtual background on some devices- you may feel this is an appropriate feature to turn on if available on your device.
- You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups which will be arranged through Class Dojo. If you need to contact staff for any reason you will do so through the school office or Class Dojo as normal.

- Screenshots, photos or recordings of Teams meetings must not be made and the links must not be shared with others.

We will ensure that:

- No staff member will contact you or your child using Teams outside of any pre-arranged meetings and if they do need to contact you they will arrange to do so with you using Class Dojo or by phoning you.
- Teachers will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a direct link. Screen sharing, file-sharing, annotation and chat will be restricted.
- Participants will be held in a virtual waiting room while their identity is confirmed. If possible your Teams information should clearly identify your child's first name, if not then a parents name may be used to help identify the pupil.
- Participants' audio or video may be muted until appropriate and they may be removed from the room if rules are not being followed.
- Teachers will stay in the meeting until everyone has 'logged off' or the meeting has ended.
- Teachers and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

When it is appropriate we will be involving the key worker and vulnerable pupils in school in these meetings. This will only be possible with permission from parents of key and vulnerable pupils. By agreeing to these terms and conditions for a pupil who accesses school provision during the current lockdown, you are agreeing to them being involved in Microsoft Teams meetings, supervised as detailed above.