

St Barnabas Primary School Zoom Video Call Protocol

During the Covid-19 pandemic, we would like to keep up to date with you and your children. To do this we will use a product called Zoom for our video-calling. Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. Zoom users can talk and collaborate on projects all with one platform. Zoom may be used to facilitate remote working whilst the school is closed.

We will be using our school account for this, so you do not need to buy anything or create an account. Children under 16 should not have a Zoom account. This is not allowed under their terms and conditions. We recommend you sign in for them using your email address and that you avoid signing in using your Facebook account.

Children should enter the session with their first name only as their username. They will initially be sent to a lobby until their class teacher is ready to admit them.

To use the video link in our email just click on it. The browser window will open and the first time you use it, it will ask you to download the software.

If you use a Zoom account for another reason, please make sure you log out of that account before your child uses it. This will make sure any settings that you have made in your account do not over-ride any that we have put in place to safeguard your child.

The teacher will be completing Zoom group sessions with all children working at home. These sessions are designed as a way for the children to keep in touch with their friends and class teachers. They are an opportunity to talk to others, support each other and ask questions. **They are not planned live lessons** although teachers may answer questions based on the week's learning if the children have them.

These sessions will follow the safeguarding guidelines. The teacher will be able to mute a participant if he/she feels that their contributions are not appropriate and will contact that child's parents to discuss onward participation in further Zoom groups.

We will always adhere to the following guidelines when using Zoom with your child.

- When we make our video call, we will always send you, the parent, a private dojo message first with the video link, password and the time the meeting is due to take place. **This will be sent on the morning of the meeting.**
- We will never message your child asking them to join a call without you knowing, and we will never ask to 'video meet' with you or your child outside our school hours which are currently 8.45am-3:15pm Monday to Friday.
- We do not record Zoom sessions, so no film or photograph of your child is stored on the teacher's computer or other device. **We ask that you also don't film or photograph the session**
- All staff will ensure that no Personal Information is shared during a Zoom meeting
- We will ask you to be present for the start and end of the Zoom session, and within earshot for the whole session. This will help you to understand what is happening in the session and give you the opportunity to ask any questions.
- We ask that the Zoom session is held in a communal space and not in the child's room. A plain wall for a background is recommended.

- Suitable clothing will be worn by all participants during every Zoom video call and family members who are likely to be in view of the camera.
- We ask that the children begin the call with their video on, and mic turned off unless asked to unmute to avoid feedback disturbance and so they can follow the teachers instructions.
- There will be no inappropriate content on any of our video calls. Please contact the school Designated safeguarding Lead Miss Sheppard or the deputy DSL Mrs Cornelius via the school office if you are concerned about any of the content of the video call.