

Protocol for video calls

During this time we want to work digitally to connect, be creative and support each other. One of the ways we will do this is to use teachers to parents video call function. When using this platform it is important to protect you and your families and so we all need to follow these guidelines.

General behaviour online

- Parents must be present at all times during the call
- Make sure you are somewhere comfortable - not in bedroom
- Please make sure your child is appropriately dressed
- Please ensure your child is not eating during the call
- Do not give your login information to anyone or access an account belonging to someone else
- Speak to the member of staff if you are worried or concerned about anything
- Please be on time for your session. These sessions are timed and cannot be rearranged.
- Do not record or take photos or film of anything we do online
- Usual school rules apply during the sessions.

Live video chat

POSITION /TECH ISSUES - please be aware of where you are placing yourself, you need your face light and no bright lights or windows behind you as this puts a shadow on your face. Please try and position so members are central to the screen and can be seen well. If you have having tech issues please email the teacher.

PHONES / GADGETS - As you all will know we have huge safeguarding responsibilities and online access / sharing can be a real issue. Please ensure your child does not have any other device with them during the session.

Staff Hosting Sessions

Sessions will be hosted on a school laptop / PC

Pupils and teachers will be invited through an invite to the parent's email address.

Direct links to sessions will never be posted on social media and we ask that children and parents do not share them in this way.

Parents have the responsibility to book sessions. Once booked these sessions cannot be rearranged.

If the member of staff has any safe guarding concerns these will be reported through the usual school channels to a DSL

The member of staff has the right to terminate the session at any time if they have any concerns about the content of the session

The member of staff will contact a child's parents if their child's online behaviour is a concern

I agree to the terms and conditions of use. I accept responsibility for my child's behaviour during these sessions.

Child's Name:

Parent's name:

Parent's signature: