

Linden Primary School



Video Conferencing Policy

Status

Statutory

Recommended

Good Practice

Purpose

To support the Remote Learning through the use of Video Conferencing.

To ensure children and staff are safe during these video conference calls .

To implement the school's GDPR policy .

This Policy and Guidance takes into consideration DfE guidance:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

[The Coronavirus Act 2020 Provision of Remote Education \(England\) Temporary Continuity \(No.2\) Direction - explanatory note \(publishing.service.gov.uk\)](#)

Consultation

Staff, Governors, Parents

Links with other policies

KCSiE

Child Protection & safeguarding policy

Data Protection Policy

Acceptable Use Policy- Adults, staff, parents

Monitoring and Evaluation

Annually Every 3 years Other _____

Headteacher Governing Body Other _____

Dates

Original Implementation September 2020 Reviewed January 2022 Next Review
January 2025

Aim:

To support the Remote Learning through the use of Video Conferencing.

To ensure children and staff are safe during these video conference calls

To implement the school's GDPR policy

Implementation:

Video conferencing platforms are an invaluable tool. At Linden Primary School, we will implement clear and effective strategies to ensure all children and staff are kept safe online. The School's Child Protection and Safeguarding Policy & GDPR Policy will be followed and all current guidance and procedures to online learning will be followed by all staff at Linden Primary.

Staff who are concerned about a child's welfare or have concerns for a child's safety should without delay, follow their school's safeguarding procedures.

Video conferencing tools are currently being used by the school and all teaching staff have received training and guidance on how this can be used effectively and safely. During the current COVID 19 Lockdown, using video calls is an effective means of communicating and we see this as a likely way of continuing distance-safe communication. This is one of many ways we are currently supporting our families and find it very rewarding.

At Linden Primary School we are continuing to build our use of video calls, with the safety and well-being of pupils and staff at the centre of any developments.

Linden Primary will inform parents and carers of the sites that pupils/students are being asked to use, what they will be asked to do online and which members of staff they will be interacting with. Unless specific meetings for parents and/or external agencies have been pre-booked, these will mostly consist of meetings with the Class Teacher, Class Learning Partner, or the Head/ Deputy Head Teacher.

When working remotely, all staff at Linden Primary will implement the following rules:

- Where logistically possible, two members of staff will be present in all video conferencing calls with pupils. A neutral background should always be used. Children should be set to initially wait in a lobby area pre-meeting.
- Staff, parents and pupils will be provided with acceptable use guidance.
- Two members of staff will be present for video calls to children, though they may be working from separate workstations in different locations. This is to safeguard children and members of staff.
- We will notify parents/carers about the use of video conferencing and ensure the school policy is available on the website for parents and carers to view. This will reflect the standard the school expects from parents/carers and pupils/students when video conferencing takes place and should be made available to all parties.
- During these calls, the wellbeing and safety of the child will be monitored and appropriate actions will be taken if a child/children/families need support.
- If a member of staff has a safeguarding concern, they will contact the DSL or Deputy DSL. If the school deems it necessary, a phone call or a home visit may happen to support the family further. This again is linked to the school's Child Protection and Safeguarding Policy and our Remote Learning Policy.
- Children should be reminded of reporting routes and how to seek help or support if they need to.
- Staff will separate their remote learning account from their personal online profiles and will use generic/ cartooned/ school logo profile pictures if changing them. We will set up school accounts for any online platforms we use and check the privacy settings.
- If we need to make a telephone call to a pupil's home, we will make sure any phone calls are made from a 'private' number so the staff members personal contact details are not visible. Where possible, the member of staff will use a school telephone.
- No person within the video call will share any personal information e.g. personal telephone number, email accounts, Facebook and other social media links. Staff will never use personal social media accounts as a 'short cut' to communicate with parents and pupils.
- For the purposes of video-conferencing or communicating through email etc, children must use their school firstname.lastname@linden.gloucs.sch.uk email address for logging into Microsoft Teams. If staff need to communicate with a child, this will be done openly using Microsoft Teams communications that the

parents (and school leadership) can view or they should contact the parents directly using parent contact details stored directly on SIMs/ CPOMs.

- Ensure staff members work against a neutral background. Staff should present themselves as they would if they were giving a face-to-face lesson, appropriately dressed and appropriately acting.
- Where lessons are delivered via an online platform, parents/carers and children should be provided with safeguarding and etiquette guidance in advance of the lesson. For example, the children must take lessons in a room with an open door. Parents should be notified of the timetable for their child in advance of the lessons taking place. All staff should be aware of their setting's safeguarding and child protection policy and procedures. Ensure that staff members can contact the Designated Safeguarding Leads (DSLs) or, in the event of the DSLs being unavailable, deputy DSL, should they have any concerns about a child. Examples of potential concerns may include:
 - a staff member seeing, or hearing, something of concern during communication with a student
 - a disclosure, made by a pupil/student, when in communication with them during a phone call, via email or when video-conferencing.
- All video conferencing with the children, during any Remote Learning, will be as a 'whole class', never as 1:2:1 (see below).
- Contact with children should happen within normal school hours.
- Schools should not record online lessons which include pupils without parental permission.
- Staff members must record the length, time and date of any sessions held.

One to One Video calls (rare):

- Staff will only ever video call a pupil with prior agreement with parents and the Headteacher or deputy. - This will be at a pre-arranged time and day and there will always be two members of staff present on the call.
- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room.

UNACCEPTABLE USE Examples of unacceptable use include, but are not limited to:

- Creating or sending any messages or comments that might upset other people.
- Using another person's username and password e.g. to access a device or website.
- Looking at or changing work that belongs to other people without their permission.
- Sharing pictures or making video calls without checking with your parent/carers

All parents and carers must give their consent for their child to enter a video call with the school.

If you do not wish your child to be part of a video conference call, please inform school via the class teacher or by contacting the office by email or by phone.

Linden Primary's Video Conferencing Guidance

Everyone must respect each other within the video call and no inappropriate language or actions will be used

- All school rules and values must be followed: READY, RESPECTFUL, SAFE.
- Children must inform their parents/carers of the video call.
- Staff, children and other members of the household must wear suitable clothing - No pyjamas etc
- Parents and carers will supervise their child's video call with the school
- Everyone must be on time to the video meeting.
- Limit screen sharing- This will ensure children do not take control of the screen and prevent them from sharing random content.
- Disable private messaging - This will prevent distractions among our children by stopping private messaging between children so they cannot talk to one another without our knowledge
- On entry, teachers will mute all microphones and video and accept one child at a time.
- Children will ideally show their face on the class video calls, but we appreciate that this might not always be practical.
- Details on how to join into the video meeting will be sent to the firstname.lastname@linden.gloucs.sch.uk Office 365/Microsoft Teams account that the children will log in with.
- Be conscious of background environments and others in the room. Neutral backgrounds are to be used.
- Please be courteous of teachers as we develop our use of video conferencing and Remote Learning. We are learning too.

Parental feedback:

Should you have any question or queries on this policy, please get in touch with the school.

Further Guidance about Online Safety Support for parents and carers to keep their children safe online includes:

https://www.internetmatters.org/?gclid=EAlalQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEglJ5vD_BwE – for support for parents and carers to keep their children safe online

<http://www.lgfl.net/online-safety/> – for support for parents and carers to keep their children safe online

Net-aware – for support for parents and careers from the NSPCC

<https://parentinfo.org/> – for support for parents and carers to keep their children safe online

<http://www.thinkuknow.co.uk/> – for advice from the National Crime Agency to stay safe online

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers> – advice for parents and carers