

## Appendix B – Guidance and Expectations for video and audio conferencing platforms

### **Guidance for Zoom, Google Meets, Google Hang outs (for pupils and parents)**

When teaching remotely the Foundation has to adapt its methods of delivering lessons to allow the children the best possible outcomes. One of these methods is the use of face to face video conferencing or teaching via audio platforms. These sessions allow the children to connect with the teaching staff and also their peers to further enhance the remote learning experience. The Foundation acknowledge that in the interests of safeguarding all pupils, staff and parents should be made aware of their expectations when using these platforms. The Foundation expects all participants to follow the guidelines below.

***We ask parents to share these expectations with the children but they will be reinforced in school assembly, Chapel and Form time.***

#### **Pupil expectations:**

- ***Pupils should be aware that all sessions are recorded***
- The teacher will send arrangements to the pupil via firefly, Google mail, their School email or directly to parents in relation to when the session will take place and how the pupil will join the session
- Pupils must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas and where possible be against a neutral background
- Take notice of the expectations set out by the teacher at the beginning of the session
- The Promoting Positive Behaviour Policy should be upheld at all times
- The School values will also be demonstrated between all children and to the staff member leading the session
- The session footage should not be shared to any other parties.
- Screen shots or sharing of any footage will be dealt with in accordance to level 3 and 4 of the 'Promoting Positive Behaviour Policy'
- Make sure on entry to any online platform your microphone is on mute
- Language must be professional and appropriate, including any family members in the background
- Pupils can ask questions directly to the teacher via the chat/comment box (Google meet)
- Participants must follow the expectations set out by the instructor at all times.
- Use designated 'Google Classroom' to communicate with their teachers and ask questions if they do not understand/require help within normal school time hours. They may need to email the teacher at their school email address as appropriate/if they are having difficulties with the system

#### **Parent expectations:**

- Encourage and support their children's work, including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal school timetable for the day is followed as much as possible
- Language must be professional and appropriate, including any family members in the background

- Ensure that their child wear suitable clothing, as should anyone else in the household
- Parents will refrain from interacting with the session
- Contact their child's tutor if they have any concerns or alternatively the schools Designated Safeguarding lead if the concern is of a safeguarding nature

### **Staff expectations**

- **Staff can opt to deliver the lesson via the microphone audio option**, therefore removing the use of video conferencing.
- The teacher will send arrangements to the pupil via firefly, Google mail, their own **school email** or directly to parents in relation to when the session will take place and how the pupil will join the session
- The call **will be recorded** by the teacher but only the teacher is to record the session.
- Staff must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background
- Staff will set out expectations of the pupils as they open the meeting
- Language must be professional and appropriate, including any family members in the background
- All staff will act in accordance to the expectations set out in the schools staff code of conduct
- ***The person/s leading the session will log the start and finish time of the session via Microsoft forms and log with the schools Designated Safeguarding Lead, noting any behaviour not in line with the 'Promoting Positive Behaviour Policy'***