

# St. Peter's Catholic Primary School

part of the wider Christus Trust, Multi Academy Trust



## *Mission Statement*

*Loving and learning together, with Jesus*

# Virtual Meeting Policy

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| Policy Ref No    | CUR035                      |
| Date of Policy   | March 2024                  |
| LGB Ratification | 20 <sup>th</sup> March 2024 |
| Review date      | March 2025                  |

## **Purpose**

St Peter's Catholic Primary School is creative, innovative and we support our parents/carers and children in the best way possible to make learning purposeful. Our strategy for remote learning continues this. Our Virtual Meeting Policy outlines the guidelines for meeting with our children virtually via Zoom or Teams to support their wellbeing and learning.

## **Background**

- On 30 January 2020, the World Health Organisation (WHO) declared the outbreak of COVID-19 a 'Public Health Emergency of International Concern' and subsequently declared a global pandemic. Public Health England (PHE) advised the government should plan for all eventualities and it is prudent to escalate planning and preparation in case of a more widespread outbreak.
- From 30/11/2020 teaching staff and teaching assistants, under the direction of a teacher, have the ability to meet with the children virtually via the internet enabled communications application 'Zoom' or 'Teams'. This allows the teacher/teaching assistant to speak face to face with the children to make valuable contact, whole class or to listen to readers.
- This new teaching practice (contact online) with children remained in place during COVID-19. This decision and course of action was endorsed and fully supported by the Chair of the Local Governing Board.
- The current Child Protection Policy for St Peter's School remains unchanged with staff having a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse or neglect.
- Guidance for schools can be found at [www.gov.uk](http://www.gov.uk) – Coronavirus (COVID-19) school closures.

## **Parent and Pupil Zoom/Teams Acceptable Use Protocol**

### **Safeguarding**

It is important that all staff who interact with children, including on phone and online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate, referrals should still be made to children's social care and as required, the police. Online teaching should follow the same principles as set out in the code of conduct. Schools will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to gate keep and check content and comments.

In order to create a safe environment for pupils and staff when taking part in Zoom or Teams conference sessions, the following points must be observed:

1. By accepting the Zoom/Teams meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Zoom/Teams is only to be accessed by a device in a communal family space and staff members must ensure their background is free of distractions with no one else present.

3. It should be supervised by an adult to deal with any technical difficulties.
4. Attendees should be dressed appropriately.
5. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to and a new invite is to be sent for each meeting.
6. Recording, photos or screenshots of the Zoom/Teams meeting are not allowed by participants.
7. The Zoom/Teams meeting will be locked by the teacher 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access even with meeting ID.
8. For participants some Zoom/Team facilities will be disabled by the host teacher. This includes but is not limited to the screen record function, chat and screen share.
9. The same behaviour expectations that are set within a classroom apply to the Zoom/Teams meeting and the teacher retains the right to terminate a pupil's participation.
10. 1:1 video conferencing is strictly prohibited – on no occasion should staff make or take video calls with pupils on their own.
11. When using Zoom/Teams 2 staff should be present/ logged into the call at all times. If contact is needed for identified pupils, then 1 staff member can be present but the child must be accompanied with a parent/carer.
12. Video calls through Zoom/Teams will take place when the member of staff is in school or at home due to isolation.
13. Language and behaviour must be professional and appropriate.
14. Staff should record the length, time, date and attendance of any sessions held and the meeting must be authorised by a member of the SLT. Staff should ensure their email and contact details are hidden.
15. Staff will remove any participants who are not following these guidelines.
16. The meeting will be ended if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.

### **One to One/Small group Virtual Meeting**

A teacher may hold one to one or small group Virtual Meetings where it has been identified that the child/children would benefit from additional contact in this way.

In order for this to go ahead, parents must provide specific consent for a one to one/small group Zoom/Teams session to take place between the class teacher/staff member and their child. The parent/adult must also be present during these sessions. A Teams meeting link will be shared with parents via Teams.

### **Monitoring and Evaluation of the Policy**

The policy will be regularly monitored and any necessary changes will be reported to the LGC.