



Video communication platform use protocol for Roxton CE Academy

Aim of video communication platform use

This is an unusual time, and because of the current lockdown regulations we have some groups of children in school and others at home. We understand that for many pupils this is a distressing time and we want to work with carers to ensure that we meet the fundamental safeguarding principle to 'prevent impairment of health and development'. In the current situation, the process of social interaction, which is so vital for development, has rightly been curtailed. Our aim is to use the online conferencing platform Google Meet within Google Classroom, to increase some elements of social interaction and effective teaching.

Consent

All staff involved in a video communication platform meeting/ lesson must do so freely and without compulsion.

All pupils attending a video communication platform meeting/ lesson must do so under the supervision of an appropriate adult and with parental consent.

Parental consent must be given to the school.

The details of the password/meeting code are only shared on Google Classroom once the teacher is present in the meeting room.

The meeting password/meeting code is reset after each live lesson.

In order to ensure the safeguarding of all involved, we will record each video communication platform meeting/ lesson. This must be explained at the start, so that people can withdraw if they wish. The recording will be stored for 30 days after the meeting. Recordings will be stored on Academy's Google Suite. It will only be watched if there is an investigation. After this period the recording will be deleted.

Safeguarding

A risk assessment must be completed and the findings used to inform the decision to proceed. Please refer to the Child Protection Policy.

Key actions to be taken to ensure that the meetings/ lessons proceed without disruption

- ✓ There will be at least 1 member of staff in every video communication platform meeting / lesson (including in every breakout room).
- ✓ The SLT will be invited to every video communication platform meeting and will 'drop in' to quality assure the safeguarding of all.
- ✓ SLT 'drop ins' will be recorded in order to ensure that the safeguarding of all.



- ✓ All members of the video communication platform meeting must dress appropriately. We expect pupils to be fully dressed. Teachers and other staff must be smart casual and adhere to the school's normal dress code
- ✓ All members of the household who may enter the line of sight of the meeting/ lesson must be fully dressed (e.g. not in sleep or swimming wear).
- ✓ At all times, language must be polite and respectful and this applies to all members of a household that might be able to be heard.
- ✓ All members of the video communication platform meeting/ lesson must be in an appropriate space in the home, a neutral background would be very helpful. All members of a video communication platform must NOT be in a bedroom/bathroom. If this is unavoidable the camera must be turned off.
- ✓ Videos may be muted for both pupils and staff if other members of a household become unsettled or cause a disruption.
- ✓ The chat function must be turned off.
- ✓ The waiting room must be enabled for every meeting/ lesson.
- ✓ Participant share screen must be turned off.
- ✓ All participants must be muted on entry.
- ✓ A member of staff will be the IT host of the meeting/lesson and if available, a separate member of staff will be the host presenter.
- ✓ There will be no 1:1 video communication platform meetings/ lessons.
- ✓ Any safeguarding concern must be reported immediately to office@roxton.school