

## Cromer Junior School Operating Procedures for Video Conference Calls



As teachers continue to develop their remote learning practice, more and more are exploring ways to use video conferencing. In the light of this, the following procedures are adhered to with a view to safeguarding all parties.

### Platforms

Microsoft Teams, Zoom and Google Meet are all acceptable platforms for video conferencing.

### Recording Calls

All calls are recorded and saved to the cloud. These will never be shared with anyone beyond Cromer Junior School. The recording acts as a log of the call taking place. When this period of lockdown ends and all children return to school, all videos will be deleted.

### One-to-one calls

*From time to time, a school adult may wish to speak directly to one of their pupils.*

A parent/supervising adult must always speak to the teacher/teaching assistant at the beginning of a call, confirming that they are aware of the event.

Wherever possible, the call must take place in a communal area of the child's home.

### Group calls

*Teachers may wish for as many people in class as possible to take part in a group call.*

For group calls, it is not necessary for the parent to speak directly to the teacher since this would be impractical. **Parents should notify school if they have either concerns or issues with their child taking part in teacher-moderated group meetings.**

Wherever possible, the call must take place in a communal area of the child's home.

Children may choose whether or not they wish to have their camera's on.

The teacher should mute all participants while he/she is talking.

A hands up (or similar feature) should be used for children to ask questions.

### Safe Conduct

Calls should be made within usual school day hours (unless by prior arrangement and agreement of a member of SLT).

Adults may be dressed in casual but inoffensive clothing. Children should be dressed appropriately (school mufti day standards are a guide).

Language used should be as would be acceptable in a classroom.

All safeguarding procedures are relevant and applicable to live conferencing. Teachers should contact Designated Safeguarding Lead (DSL) in school immediately if they have concerns, in the usual ways. If a parent has a concern, they should speak to the headteacher or an alternate DSL.