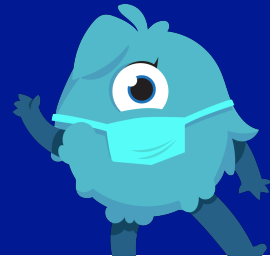


FLORENCE MELLY COMMUNITY PRIMARY SCHOOL

ZOOM MEETING BEST PRACTICE GUIDE

IF YOU CAN DREAM IT, YOU CAN DO IT!



Zoom Meetings - A Best Practice Guide for Staff, Parents/Carers and Pupils

This document has been developed to provide clarity to all stakeholders regarding our expectations when participating in Zoom meetings during the Covid-19 pandemic and school closures.

In order to create a safe and effective environment for our pupils and staff when taking part in Zoom sessions, please observe the following expectations. This will help reduce the risk of any safeguarding and/or other issues occurring. Please take the time to familiarise yourself with this guide before embarking on a Zoom session.

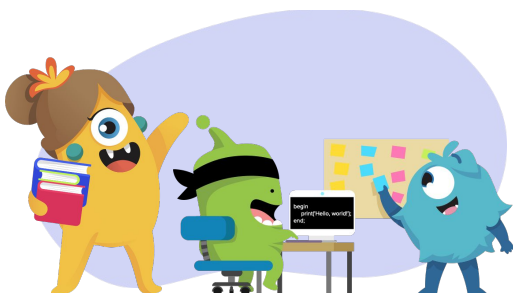


Expectations for Staff

- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teaching staff to gate keep and check content and comments.
- 1:1 video conferencing is strictly prohibited. On no occasion should staff make or take video calls with individual pupils.
- The meeting ID and password is to remain confidential and not to be shared to anyone that it was not designated to. This information will be posted on the Class Dojo platform only before the meeting commences.
- There must be a minimum of two staff members running each Zoom session.
- The sessions must be recorded for safety purposes.
- A 'waiting room' must be opened and staff must monitor who they accept into the meeting. Any unknown participants must not be accepted.
- The 'chat' facility must be disabled and enabled only when staff encourage pupils to interact.
- The meeting must be locked after all anticipated participants have signed in. You may wish to set a deadline.
- Pupils must be reminded at the start of the session that the Zoom is being recorded and that our 'normal', in-school expectations for acceptable behaviour apply. You, as the host of the meeting, retain the right to terminate a pupil's participation.
- Staff must keep a log of the pupils present during the session.
- Staff must wear suitable clothing. Other members of their household should not be visible or audible. The background scene must be appropriate.
- Staff must use appropriate, professional language.
- Any safeguarding concerns must be raised with the Designated Safeguarding Lead and logged on CPOMS at the end of the session. The session will be stopped if there are immediate concerns that a child is at risk of harm!

Expectations for Parents/Carers

- The meeting ID and password must not to be shared with anyone else.
- Parents/carers consent to the Zoom sessions being recorded by the school and agree not to make any recordings of the session themselves. That includes taking photos and/or screenshots.



- Parents/carers understand that each Zoom meeting will be locked by teacher after the start time so that it can only be accessed by authorised participants. Parents/carers accept that, unfortunately, anyone arriving late to the meeting will not be able to gain access even with meeting ID. Please be punctual!
- Parents/carers must ensure that the child's login name on Zoom will be their first name and just the initial letter of their surname. For example, Aaron L.
- A parent/carer must be present (within earshot) with the child during the Zoom session. Other members of the household should not be visible or audible. We appreciate that you may not want to be on the screen - just please make sure that you are monitoring your child and that you are available to deal with any technical difficulties.
- Parents/carers must dress in appropriate clothing and use appropriate language.
- Parents/carers must not interact with the session but may contact the teacher after the session if there are any questions or concerns.
- Parents/carers must ensure that their child/children are aware of the 'Pupil Expectations' set out below.

Expectations for Pupils

- Pupils must be dressed appropriately in front of a suitable background.
- Pupils will be reminded at the start of the session that the Zoom is being recorded and that our 'normal', in-school expectations for acceptable behaviour apply.
- Pupils must understand that if their behaviour does not meet the required expectation then they may be removed from the meeting.
- Pupils should be aware that their voices will sometimes be muted and at other times they will be invited to speak.
- Pupils must understand that a parent/carer must be within earshot of them to help keep them safe and/or support them with any technical issues.
- Most importantly, have fun, enjoy seeing your teachers, teaching assistants and your friends!

It is important to note that this is a new approach for all of us, it will take time to perfect. Please take the time to read through this information and familiarise yourself with it - that'll help! We are very excited about our new Zoom adventure and look forward to seeing our 'Super Zoomers' very soon!



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