

Video Conferencing Policy



Ernesford Grange Primary School
September 2020

Policy Created: September 2020

Agreed by Governors:

Shared with staff: October 2020

Frequency of review: Annually

Date of next review: September 2021

Intent:

To support the teaching and learning for all children using a video conference platform.

To ensure children and staff are safe during these video conference calls.

To implement the school's GDPR policy.

Implementation:

Video conferencing platforms are an invaluable tool. At Ernesford Grange, we will implement clear and effective strategies to ensure all children and staff are kept safe online. The School's safeguarding, GDPR and child protection policies will be followed and all current guidance and procedures to online learning will be followed by all staff at Ernesford Grange.

Staff who are concerned about a child's welfare or have concerns for a child's safety should without delay, follow their school's safeguarding procedures.

Video conferencing tools are currently being used by the school and all staff have received training and guidance on how this can be used effectively and safely.

During the current COVID 19 Lockdown, using video calls is an effective means of communicating and this has had a positive impact on the children's wellbeing and learning. This is one of many ways we are currently supporting our families and find it very rewarding.

Ernesford Grange is always reviewing how the school uses video calls and the safety and wellbeing of children is always of paramount importance. If you as a parent or carer would like to share any thoughts or concerns on this matter, please contact us.

Ernesford Grange will inform parents and carers of the sites that pupils/students are being asked to use, what they will be asked to do online and which members of staff they will be interacting with. This is always posted on our school blogs, email or communicated via phone calls.

When working remotely, all staff at Ernesford Grange will implement the following rules:

Staff, parents and pupils will be provided with acceptable use guidance.

If possible, two members of staff will be present for video calls to children. This is to safeguard children and members of staff. This may not always be possible.

We will notify parents/carers about the use of video conferencing and the school policy is available on the website for parents and carers to view. This will reflect the standard the school expects from parents/carers and pupils/students when video conferencing takes place and should be made available to all parties.

During these calls, the wellbeing and safety of the child will be monitored and appropriate actions will be taken if a child/children/families need support.

If the school deems it necessary, a phone call or a home visit may happen to support the family further. This again is linked to the school's safeguarding policy.

Children should be reminded of reporting routes and how to seek help or support if they need to.

Staff will separate their remote learning account from their personal online profiles and use a duplicate of the staff notice image, school logo or leave blank for the platform profile picture. We will set up school accounts for any online platforms we use and check the privacy settings.

We will make sure any phone calls are made from a 'private' number so the staff members personal contact details are not visible. Where possible, the member of staff will use a school telephone.

Children should use their real names for their 'usernames' and this should be locked during the call.

No person within the video call will share any personal information e.g. personal telephone number, email accounts, Facebook and other social media links. Staff should never use personal social media accounts as a 'short cut' to communicate with parents and pupils.

For the purposes of video-conferencing or communicating through email etc, children must use the parents' or guardians' own account, where possible, rather than a child's, to take part in lessons. Use parents' or carers' email addresses or phone numbers to communicate with pupils/students, unless this poses a safeguarding issue. If staff need to communicate with pupils/students using the pupil/student's personal email address, another relevant member of staff should be copied into all emails.

Ensure staff members work against a neutral background. Staff should present themselves as they would if they were giving a face-to-face lesson, in dress and in manner.

Where lessons are delivered via an online platform, parents/carers and children should be provided with safeguarding and etiquette guidance in advance of the lesson. Parents should be notified of the timetable for their child in advance of the lessons taking place. All staff should be aware of their setting's safeguarding and child protection policy and procedures. Ensure that staff members can contact the Designated Safeguarding Lead (DSL) or, in the event of the DSL being unavailable, deputy DSL, should they have any concerns about a child. Examples of potential concerns may include:

- o a staff member seeing, or hearing, something of concern during communication with a student
- o a disclosure, made by a pupil/student, when in communication with them during a phone call, via email or when videoconferencing.
- When making contact directly with children as a means of checking on their welfare, we will consider which methods are most appropriate for every child.
- Contact with children should happen within normal school hours.
- Schools should not record online lessons which include pupils without parental permission.
- Staff members must record the length, time and date of any sessions held.

One to One Video calls:

Staff will only ever video call a pupil with prior agreement with parents and the Headteacher or deputy.

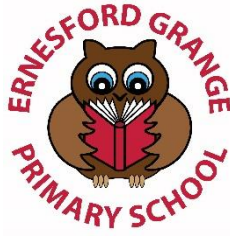
This will be at a pre-arranged time and day and there will always be two members of staff present on the call.

The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room.

UNACCEPTABLE USE Examples of unacceptable use include, but are not limited to:

- Creating or sending any messages or comments that might upset other people.
- Using another person's username and password e.g. to access a device or website.
- Looking at or changing work that belongs to other people without their permission.
- Wasting time or resources on school computers.
- Sharing pictures or making video calls without checking with your parent/carers.

All parents and carers must give their consent for their child to enter a video call with the school. If you do not wish your child to be part of a video conference call, please inform school on the blog or by phone.



The Ernesford Grange Video Conferencing Guidance

Everyone must respect other within the video call and no inappropriate language or actions will be used – all school rules and values must be followed.

Children must inform their parents/carers of the video call and they should be available should the school adult wish to speak to them.

Staff, children and other members of the household must wear suitable clothing - No pyjamas etc.

Parents and carers will supervise their child's video call with the school.

Everyone must be on time to the video meeting. If a 'online class' has started, teachers will wait 5 minutes then the video call will be locked so no one else can join in.

Teachers will use virtual waiting rooms. This will enable the school to check who they are before allowing them entry.

Limit screen sharing.

This will ensure children do not take control of the screen and prevent them from sharing random content.

Disable private messaging.

This will prevent distractions among our children by stopping private messaging between children so they cannot talk to one another without our knowledge.

On entry, teachers will mute all microphones and video and accept one child at a time. Children must show their face/have their camera on to enter the video call. If they do not have their camera on, they will not be admitted.

Staff will turn off file transfer and only staff members will be able to do this.

Details on how to join into the video meeting will be sent privately to parents and carers' email address.

Be conscious of background environments and others in the room.

I will not reveal my passwords to anyone.

I will not share any school content on social media platforms.

Impact:

- All children at EGPS will have further learning opportunities via a video conference call
- All children's wellbeing supported
- Key messages shared with families and children to support where appropriate

Parental feedback:

Should you have any question or queries on this policy, please get in touch with the school.

Further Guidance about Online Safety Support for parents and carers to keep their children safe online includes:

https://www.internetmatters.org/?gclid=EAlaIqObChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD_BwE – for support for parents and carers to keep their children safe online

<http://www.lgfl.net/online-safety/> – for support for parents and carers to keep their children safe online

Net-aware – for support for parents and careers from the NSPCC

<https://parentinfo.org/> – for support for parents and carers to keep their children safe online.

<http://www.thinkuknow.co.uk/> – for advice from the National Crime Agency to stay safe online.

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers> – advice for parents and carers.