**Parents and Carers Guidance for
safe and effective use**

During the period of school closure, we, like other schools, have realised the effectiveness of video conference platforms such as Zoom or MS Teams.  Mainly, this is due to the potential collaboration and educational interaction between students and teachers.

Students and staff have been issued with guidance to follow to ensure that video conference lessons are conducted safely. Schools within the Redhill Academy Trust will ONLY use **Microsoft Teams** to video conference as the school has a full Microsoft support package to ensure safeguarding and security are fully covered. Your support for these guidelines is greatly appreciated:

- Students will be provided with invitations to on-line lessons via the school email system – through its connection to Microsoft Teams ONLY! Students must not post meeting details or invitations on social media.  School staff have been instructed to ensure that any video conference account is linked to their school email account through Microsoft Teams.
- Students will NOT be able to join lessons/video conferencing using webcams/video. Staff will be visible and students will be able to interact by watching or by contributing by voice only.
- Staff will see students' "profile" pictures that thy have set for their school email accounts – students should ensure they are appropriate.
- Students should refrain from editing any images/video sent and/or sending any content to anyone else.
- As far as possible please make a safe, appropriate and semi-supervised space available for the lesson to take place in.  Students have been told that they should take lessons in a room with an open door and that a parent / carer or another trusted adult should be in the same premises while the lesson takes place (where possible).
- Under most circumstances it is not appropriate for staff members to hold one-to-one video conferences with a student due to safeguarding risk.   However, there may be cases where one to one work may be very beneficial to a student, for example in supporting learners with special educational needs to access their work.  In such circumstances parental consent should be secured, and ideally a parent / carer should join some of the session, in addition to following all other guidelines in this document.
- Students should not take video conferenced lessons from their bedroom if possible.
- Students are required to present themselves as they would if they were in a face-to-face lesson: They should dress sensibly (School Uniform NOT compulsory!)  and follow the behaviour expectations that we have in lessons.
- Staff have the right to ask students to leave the lesson, and may remove them from the lesson.
- The teacher will record the length, time, date and attendance of any sessions held, and will record the lesson to be published for students unable to join the live lesson to watch at a later date or time. This will be available via Stream. The recorded lesson is the sole property of the school and must not be reproduced without the schools permission. Students MUST NOT make their own separate recording of the lesson.
- In most circumstances, a second member of staff will be present at the video conference lesson. This is to help manage learning, for example for checking emails or questions from students, and contributing to discussion, as well as in providing a safeguard.

- Your child's teacher will
contact the school's Designated Safeguarding Lead (DSL) if they have any concerns about a student.  Examples of potential concerns may include:

  - ❖ A staff member seeing, or hearing, a concern during an online lesson.
  - ❖ A disclosure made by a student in the course of a lesson.

**Staff will ensure compliance with all points in this document and with the full Video conferencing policy approved by Governors.**

<u>**As well as this they will:**</u>

- Ensure they have rehearsed what will be shared and planned the lesson as they would in school to ensure all students can be engaged.
- Ensure  that thelearning followsthe same structure as inthe classroom   e.g. clear learning objectives and discussion points.
- Consider fully the contents of any screen sharing they ask students to join with.
- Where possible, have another member of staff present, virtually in video lessons.
- Never ask anyone to share any personal information during the video lessons.
- Present themselves in a fully professional manner – audibly, visually and in terms of content.
- Provide the appropriate support for vulnerable and SEND students.
- Provide access   to learning for any students without access to the internet