

Lostwithiel Primary School

Safeguarding Guidelines for the use of Zoom during Partial School Closures

January 2021

Our parent and carer feedback survey told us that the majority of families were happy with the amount of work set, the systems in place and the resources. When asked about live teaching, families voted that they were most familiar with zoom as a platform.

We are going to start using zoom for weekly circle time sessions with the teacher and children.

We feel this will be of huge benefit to the emotional wellbeing of our children and families. However, it is important that we use these new resources safely. These guidelines aim to map out how we will do this and how parents can help.

How will zoom be used?

Zoom will never be used for 1-1 sessions with any child.

The aim of these sessions is to allow the children to maintain a sense of belonging to the school community. It allows them to see their teacher, other school staff and their friends. We will do usual 'school things' at these sessions (e.g class reading books, show and tell) this gives the children a sense of routine and children can ask any questions about their learning set that week.

Teachers' will follow these guidelines during/before any Zoom sessions:

Sessions must be scheduled in advance (with at least 48 hours' notice for parents)

A meeting ID and password must be used for every session, this should be shared via dojo with parents for that class (not with children directly). If you want your child to join in you will need to access these codes as a parent.

The waiting room will be used and staff can only admit children/parents whose names they recognise and people who don't have a recognised name should be allowed into the meeting.

Everyone in the meeting must have their camera turned on. If someone doesn't turn their camera on they will be removed from the meeting.

Parents should follow these guidelines during/before any Zoom sessions:

You should always be in the room during Zoom sessions and it is important that children are supervised during sessions.

Please make sure the name you use on Zoom is your name or your child's name. Teachers can only let you in from the waiting room if they recognise your name (we can't see you until you're in the meeting).

As a parent, you are responsible for your child's safety during these sessions. Please make sure you are aware of what is going on and that there are no problems. If any problems do occur please let the school adults in the session know straight away.