



## **Teacher Guide and Protocol for Using Zoom / Online Learning Platforms**

### **Safeguarding**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and reported to the Designated Safeguarding Lead.

Online teaching should follow the same principles as set out in the code of conduct.

Below are some things to consider when delivering virtual lessons:

### **Teachers**

- Staff must only use platforms agreed by the school to communicate with pupils, and it is the responsibility of the teachers to gate keep and check content and comments.
- 1:1 video conferencing - On no occasion should staff make or take video calls with individual pupils without the presence of a parent/ trusted adult.
- Staff should be present/ logged into the call at all times.
- 1:1 calls should be recorded by the staff member.
- Suitable clothing should be worn by all participants.
- Language and behaviour must be professional and appropriate.
- Staff should ensure they are working from a suitable area in school /home when accessing virtual calls or meetings.
- Staff will remove any participants who are not following these guidelines and whose behaviour is distracting other participants.
- The meeting will be ended immediately if the member of staff witnesses or hears anything of concern or if an unexpected guest is seen. The details will be passed to the DSL.
- When meeting starts use the waiting room and admit first two children together to avoid being 1:1 when first pupil arrives.
- Do not use 1:1 breakout room.
- Only teacher has authority to record and screen share.
- Only teacher had facility to mute/unmute participants.
- Keep sessions to a minimum time to avoid eye strain and fatigue.

### **Parents**

- Ensure children are dressed appropriately.

- Ensure meeting is taking place in public space i.e. the living room / dining room and in the presence of a parent/trusted adult at home.
- Parents are requested to be present in the same room where possible, or if not possible with older children (Years 4,5,6) explain to their child the importance of report anything they are unhappy with to their parent immediately.
- Although present in the room, parents are asked to sit back and allow their child to take the lead, once their child has mastered how to mute and unmute.
- Parents are requested to not offer answers to their child and to allow their child to think for themselves for longer.
- Encourage their child to ask a question if they are unsure.
- Report inappropriate content / behaviour of staff to the Head of School immediately.
- Keep online time to a minimum and arrange for regular breaks to avoid eye strain and fatigue.

<b>Hazard/Risk</b>	<b>Who is at Risk?</b>	<b>How can the hazards cause harm?</b>	<b>Normal Control Measures</b>
Poor working environment/ uncomfortable position	Children Staff	Fatigue Stress Headaches Eye strain	No obstructions under working areas. Adequate work space. Adequate lighting. Adequate position of cameras. Keep Zoom meetings to 15-20 minutes.
Use of electrical equipment	Children Staff	Electrical shock Burns Fires Power leads are trip hazards	Parental checks on home equipment Sitting for Zoom use to avoid tripping over leads.
Sharing of personal details	Children	Inputting personal data into Zoom	Teacher to sign up to School Zoom. Only information stored on Zoom are the teacher details. Children only need secure login details.
Inappropriate behaviour	Children Staff	Verbal abuse Grooming Inappropriate discussion	Children to be in a communal area with a parent present in the background. Staff to act as facilitator. Staff to use Zoom tools to limit contact between child to child. Staff to use Zoom tools to implement waiting room, so only live when the host is present.

			<p>Staff to end meeting immediately if inappropriate behaviour occurs.</p> <p>Parents to contact teacher outside the session via phone call to the school to discuss general questions about organisation of sessions etc.</p>
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