



## Home-School Zoom Policy

The following policy refers to the use of Zoom as a remote teaching tool during school closures/ partial closures/ self- isolation of bubbles and any other home learning situations e.g. pupils with medical conditions learning from home.

### Aims:

- To facilitate teaching children at home and allow teachers and pupils to have “live” contact.
- To ensure all safeguarding principals and policies are adhered to when using Zoom as a teaching tool.

### Process:

- Use of Zoom as primary tool of online conferencing with pupils

### Staff and volunteers

- All staff, including contractors, agency staff, and volunteers are responsible for consistently implementing this policy.
- All staff must agree and adhere to the terms on acceptable use of the Zoom Meeting User Agreement.
- All safeguarding incidents should be reported to the DSL – Dominic Ebassi (Moreland Primary) & Monica Dickman (St Luke’s) - immediately to ensure that they are logged and dealt with appropriately.
- Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school’s terms of acceptable use.
- Staff must ensure that their work device is secure and compliant with the school’s data protection policies and the DPL – Policies can be found on the federation drive.
- Staff who need to use their own devices to engage in work activities must ensure that they have reasonable security to protect their devices and any communications that they are involved in.
- All concerns should be raised with the line manager and, where appropriate, with the ICT Manager.

### Requirements for setting up a Zoom Meeting

In order to keep safeguarding procedures in place and protect pupils and staff the following procedures must be in place

- Password protect your meetings and send the password to the attendees in a separate communication which is not obviously marked. Do not add it to the Calendar event.
- Use a new meeting room and password each time (i.e. don't use the personal meeting ID).
- Pupils are not be allowed to enter the meeting when they first join – staff to use the waiting room function.
- Staff are to ensure that there are never less than two pupils in the meeting room at one time.
- If the number of pupils is going to reduce to less than two, then the meeting should be finished and the pupils to leave the group prior to the member of staff leaving.
- Do not allow attendees to join before host.
- Mute attendees on joining.
- Set up a 'waiting room' for attendees to join before admitting them to the room.
- Remind attendees of rules for appropriate behaviour at the start of each meeting.
- Consider if the screen share function is required for the meeting, if not then disable the function.
- Lock your meeting room once all attendees have joined and the meeting has started.
- Do not publicise your meeting's link on social media.

### **Requirements when attending a Zoom meeting**

- **Clothing:** dress how you would for an in-person meeting, and make sure to follow the school's dress code.
- **Background:** be aware of what you have on display behind you; is it anything that you would not want people to see? You can set up a virtual background, to obscure everything, if you wish.
- **Location:** consider where the web conference is being held and if this is an inappropriate location, e.g. your bedroom. Your microphone can pick up background noise, so make sure you are on your own in the room while you are hosting the meeting; ensure any other people in your household know that you are interacting with children and should not be disturbed, and that they should use appropriate language.
- **Content:** the topics discussed should follow normal lesson and school interactions.
- **Recording:** Zoom offers the recording of the interactions; this can be used for safeguarding purposes as evidence of what occurred. All zoom classes should be recorded. All participants must be advised in advance if the session is being recorded. Immediately after the meeting, any recordings must be saved in the folder 'Zoom Recordings' on the school system's shared drive (if working from home on their personal device, teachers must do this by uploading it to LGfL Mydrive, logging into the school system remotely and then downloading the recording to the folder specified above, before deleting the recording from LGfL Mydrive and from their device). Once downloaded onto the school system, recordings must then be safely and securely retained in accordance with the school's data retention schedule. Once the videos have been securely backed up, videos should be deleted from personal devices.
- **Eating and drinking:** similar to content and clothing, this should follow normal school procedures.
- **Screen sharing:** take a few seconds to prepare before you hit the share button. Clear your desktop of any extra tabs or programs you may have open and make sure no private or confidential information is visible.
- **Audio:** mute your side of the call if you're not speaking. Your microphone can pick up a lot of background noise, so muting allows others on the call to easily hear who is speaking.

- Speaker/headphones: where possible please use headphones; this prevents anyone physically present being able to hear other attendees.
- Do not take any screenshots, or any photographs of children attending the meeting.
- When ending the meeting, select the 'End meeting for all' option.
- If using break out rooms within a lesson, these should be supervised by a staff member at all times. There should be more than one child present in a break out session.