



London Borough of Havering
ENGAYNE PRIMARY SCHOOL
Mrs S Sankey: Headteacher
01708 223492

Parent guide and

protocol for using Zoom

Safeguarding

Online safety rules must be followed at all times.

- During the Zoom session, children should be supervised by a parent/carer. The parent should remain 'out of shot'.
- If you witness or hear anything that is of concern, please end the meeting immediately and report your concerns to the school (Designated Safeguarding Leads are: Mrs Sankey, Mr Manifold 5/6, Mrs Mackintosh 3/ 4, Mrs Wyman KS1 and Mrs Birchall). There are 2 members of staff on each Zoom for safeguarding the group. The 2nd adult must be admitted into the room before the children.
- Please do not try and make contact with school staff through virtual means outside of the scheduled meeting slot. The zoom emails are NOT monitored.
- Sessions are for the pupils to have direct contact with teachers. Any parent questions should be emailed to the teacher using the normal year group email address.
- Please stop other household members from being in the background of the meeting or being close enough for users to hear their voices.
- Please ensure the language of children and adults is appropriate at all times.
- Please ensure that your child is wearing suitable/appropriate clothing (e.g. not pyjamas or nightwear)
- Links to online safety can be found on our website.
- Parents/children will use a recognisable user name on Zoom so the teacher can admit them into the meeting. Any names that are not recognised will not be granted access to the meeting.
- You/your child must log on within the first 10 minutes of the session starting in order to be granted access. Anyone logging in after this time will not be admitted.
- If possible, your child should 'mute' their voice when not participating in the Zoom session.
- All photographs and personal possessions that can be seen should be considered and removed if they are likely to cause embarrassment.
 - Sessions will not be recorded or any screen shots taken.
 - I agree not to use in the dial in option as this could incur high call charges



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Teacher guide and protocol for using Zoom

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 where appropriate, referrals should still be made to children's social care and as required, the police.

Online sessions should follow the same principles as set out in the code of conduct. The school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Organisation

Below are some things to consider when delivering virtual sessions/video conferencing, especially where webcams are involved:

- 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. The 2nd safeguarding adult must keep notes of anything that is concerning.
- 1:1 video conferencing is strictly prohibited – on no occasion should staff make or take video calls with individual pupils. (Unless agreed with SENco for intervention).
- When using Zoom, 2 staff must be present/ logged into the call at all times. The main person cannot start until other adult is admitted. (1 teacher and 1 other member of staff).
- Meeting attendees will be held in a 'lobby' on Zoom. The teacher will only grant access if they recognise the user name, and more than one attendee is in the 'lobby'.
- The parent/child must log on within the first 10 minutes of the session starting in order to be granted access. Anyone logging in after this time will not be admitted.
- Suitable clothing should be worn by the teacher and other adults.
- Language and behaviour must be professional and appropriate.
- Staff must record the length, time, date and attendance of any sessions held.
- Staff must ensure they are working from a suitable area when accessing virtual calls or meetings.
- Staff must ensure that once all children are within the meeting, the meeting will be locked so that no other members can join.
- The main staff member must end the zoom call for all
- Staff will remove any participants who are not following these guidelines.
- The meeting will be ended immediately if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.