

Guidelines and Safeguarding rules for using Google Meets at Lovelace Primary School

At Lovelace Primary School safeguarding both adults and children is of utmost importance. The guidelines below are put in place for the safety of our staff and Lovelace Primary School pupils when using video conferencing software (including Google Meets).

- All video conferencing calls between staff and pupils will require 2 members of Lovelace staff present on the call and will be recorded. These will be stored on a secure drive on the Lovelace Primary School domain in case they need to be reviewed. All Google Meets require written permission from parents/guardians of the children participating; recordings are made of all meets in case anything needs to be reviewed after the event. Recorded material will be stored securely within Lovelace's Google domain for 28 days.
- Use of electronic devices must be in a communal area and an adult (18+) must be present in the room to supervise their child. Children should not be unaccompanied or use these devices (including the use of cameras) without the supervision of an adult (18+) or in use them in bedrooms. Ideal areas would be a living room/kitchen or other communal area - cameras should be, as much as possible, facing a blank background with no other objects in direct view.
- Language must be professional and appropriate, including any family members in the background.
- Staff and pupils must be appropriately dressed as if they were coming into school (i.e. no pyjamas).
- Only children's accounts with regards to where we have received parental consent will be invited to take part in the Google Meet. When consent is given via our Google consent form we will keep this on file as consent to attend all further Google Meets at Lovelace Primary School.
- The pupils must agree to mute microphones on entering and only unmute when asked to. The online chat box must be used appropriately (for instance to ask questions of the adults on the call).
- Screenshots, screen recordings or recording photos/videos on any other device of the meeting is prohibited.
- Pupils will not be able to create their own Google Meet, join a Google Meet without a teacher present and will not be able to participate in any Google Meets without a Lovelace member of staff present.

Failure to follow the guidelines may result in the termination of the video conference, removal of your child from the video conference or restrictions on them joining further Google Meets with their Lovelace Google account.