

The Federation of St Martin's and Seabrook Church of England School Protocol for Parents/Carers and Pupils while using Zoom

To ensure that all staff and children are safeguarded when using Zoom, we ask you adhere to the following guidance. Please also speak to your child about the terms of use before the meeting begins.

By accepting the Zoom meeting invitation, I agree to the following terms of use:

- I give consent for my child to participate in the meeting on Zoom
- I understand that 2 members of staff will be present for each zoom session. (one will be a Designated Safeguarding Lead)
- Links will be emailed to parent/guardians- not to pupil accounts
- A responsible adult must be in the same room with your child at all times during the Zoom session
- Parents/pupils must NOT share the invitation/password for each meeting with anybody else
- Computers/devices need to be on 5 minutes before the session starts, when users will be able to enter the virtual waiting room. (Once the session has started it will be locked to minimise the chance of uninvited users joining the meeting.)
- All participants must wear suitable clothing, as should anyone else in the household.
- Any computers/devices used should be in appropriate areas (for example, not in bedrooms). Please try and place the device where your child will be visible on the screen.
- Usual standard of behaviours are expected from children for online interactions as they are face to face sessions
- Language must be appropriate, including any family members in the background.
- You do not need to set up a Zoom account for your child to join the session. (You will be emailed a link to click on to join.) However, when signing in to the session, please use an identifiable name so that staff know that they are admitting appropriate people.
- Staff will use the mute button at various points during the session to ensure that all users can hear one person at a time.
- Staff will disable the private messaging/chat facility.
- Children are asked to raise their hand if they would like to speak. The teacher will then un-mute them, enabling them to speak to the group.
- Sessions will be recorded in line with Kent Safeguarding Guidelines
- Parents/Carers and children MUST NOT take screen shots during the session.
- No 1-1 sessions unless pre- approved by the Executive Headteacher or Head of School.