



BUSBRIDGE CE JUNIOR SCHOOL

Communication with children via Zoom Policy

- This policy was written in the Spring term 2020 (vers 16.04.2020)
- It will be reviewed as required

School Vision: To be a school that reflects the love of Christ: **cherishing** each other as unique individuals and **challenging** all to achieve and succeed.

Specific Aims:

During the period of school closure during the Coronavirus pandemic, school staff are using Zoom as a means of having virtual face-to-face conferencing with groups of children. This policy aims to ensure that this is done in a safe way for all involved, following agreed safeguarding and internet safety procedures.

Zoom Chats

- Each teacher will host a Zoom chat with the children in their class once a week.
- These will happen with groups of 6 children at a time. If there are less than 6 children available then a minimum of two children are required to be in a Zoom chat at any one time.
- The call will be scheduled at a pre-arranged time and where possible each group will have their chat at the same time, on the same day every week.
- The Zoom chats will be hosted by the class teacher, on a device that has a camera. We recognise that our school does not have such devices readily available for teachers so the teacher may use their personal mobile phone or tablet. This is carried out with the following safeguarding procedures: (i) calls are not to be recorded, (ii) calls are made from a Zoom account set up with the teachers Busbridge Junior School e-mail account.
- Confidentiality - Calls are not to be recorded by parents, pupils or teachers, neither are screen shots of the chat permitted by anyone.
- Confidentiality - Chat content from another child about their family situation is confidential and must not be shared beyond the Zoom chat.
- Confidentiality - If the teacher hears chat content which they deem to be of concern re safeguarding or well-being they will inform the school DSL.
- Zoom settings - Teachers will be the meeting hosts. Meetings will be 'host only' with the teacher in control of the meeting settings. Teachers will set the meeting ID and email out meeting information invites, including a password, and then allow access to the meeting via the waiting room feature. Teachers will 'lock' the meeting once it has begun to ensure that the meeting is not accessed by a third party.
- Teachers will use the child's parent/carer email address to send the meeting invites and so enable communication with children via Zoom.
- Any one taking part in a Zoom chat, staff and children alike, are to be dressed in day time clothing for the duration of the Zoom chat.
- If a child does not want to share their video image then they can just use the audio function.
- Zoom chats should take place in a room where a suitable background is available. If teachers have concerns about children seeing into their homes then they should use the Zoom backdrops that are available. Children should be in a suitable, quiet room with the door open so that a parent is in earshot.
- Teachers should make sure that wherever possible, other members of their family are not visible in the Zoom chats and parents should aim to keep siblings out of screen shot wherever possible.