



Protocol for virtual meetings with parents and children

As a school, we have chosen to use Microsoft Teams as a platform for our virtual meetings, liturgies, assemblies etc. It is important that we use this online platform as safely as possible. These are the steps that school have in place to safeguard your children whilst participating in these meetings:

- Teachers have the highest level of privacy settings available applied to their virtual accounts.
- Virtual meetings should be hosted from school wherever possible. When they are hosted from an alternative venue, staff should continue to run the meeting from a space free from distractions and should be mindful of what can be seen in the background at all times.
- We will record our virtual sessions, when they are with the class so that these sessions can be shared with the class at a later date. Only those with the unique link will be able to view it - the is not to be shared, for reasons of safeguarding.
- The teacher (as host) retains full control of the session, including sharing their screen.
- Only the teacher can share their screen.
- Children cannot enter a virtual session without being accepted in by the teacher.
- The teacher has control to 'mute' all the children.
- All children are 'muted' on entry into the virtual session with only the mic enabled for the host and other members of staff. Attendees will be notified as to when they can unmute themselves.
- The teacher can remotely remove a child/pupil from a live meeting if there is inappropriate behaviour
- Invites to the meeting with a new, unique link to be sent, to all attendees, prior to the meeting, and must not be shared with others.
- No file sharing is permitted.
- Screenshots and photographs of the screen must not be taken at any point during the meeting.
- The correct name of the child should be their 'screen name', not a 'nickname' or somebody's else's name
- Children should be suitably dressed at all times and be in ear-shot of a parent/carer.
- Staff are expected to set an example with professional dress at all times.



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- Children should ideally be situated in an area of the house where they can concentrate with little distraction.
- Staff will be mindful that 'background noise' including their own conversations, is picked up on the child's mic for everyone to clearly hear.
- Children should follow the same behaviour expectations as are in place in school.

If a member of staff has any concerns following the virtual session, then they will alert a member of the SLT immediately. If there is a safeguarding concern, then they will speak to a DSL immediately.