



**Aim High....Fly High!**

## **TEAMS Meeting Safeguarding Protocol**

During school and/or bubble closure your child will be invited to join in remote learning via TEAMS. TEAMS will be used to provide live teaching, talk about work set, work with individuals to support previous learning and get together as a class.

It is important that we keep everyone safe whilst online. Please see below our safety protocol for the safe use of TEAMS throughout this period.

- Daily live teaching between teachers and pupils will take place on TEAMS via a link provided by your child's class teacher. This link should not be shared with anyone else.
- Teachers will keep a register for all TEAMS sessions.
- Pupils should use their first name (and an initial of surname if there are two children in the class with the first name) as their identity on the video call. This will help staff identify who is in the waiting room. If we do not recognise the name, we will not be able to admit your child.
- Pupils should be dressed appropriately.
- Pupils should log on to TEAMS with a muted microphone. The microphone should remain muted unless instructed otherwise by the teacher in charge of the session.
- Class TEAMS meetings should only be attended by members of the class. Siblings should not be present. Parents of younger children should be within listening distance of the meeting to be on hand to help if needed. Parents should not join in with the class, come on camera, unmute or try to speak to the teacher.
- Parents should avoid answering questions for their children. The teacher needs to know what each child understands.
- To protect privacy, personal conversations should not take place whilst the microphone is unmuted.
- The chat function should not be used unless the host directs pupils to use it.
- No recording or screenshots will be permitted.
- Whilst on the TEAMS meeting, all school policies apply in regards to behaviour. Pupils should not be eating or using other devices when attending the lessons.
- If pupils are being disruptive during TEAMS meetings the teacher will follow the school behaviour system. This consists of firstly giving the children a reminder, next a choice to change their behaviour before finally removing them from the meeting. If this is the case parents will be informed and children will complete their learning at another time.
- Following guidance from the Education Safeguarding team, 20.01.2021, children in school will need parental permission before their name or image is broadcast during class Teams meetings. Live assemblies will not show the children in class.