

*Excellence Together, Learning Through Faith.*



# St Mary's C of E (VA) Primary School

To be a caring, inclusive, Christian environment, nurturing a life-long love of learning where we can work together to learn, to grow, to serve. We are proud to support the whole community and by collaborating will enable all children and adults within it to live fully whilst 'shining brighter and brighter' Proverbs 4:18.

St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect their differences.

## Online Safety – Statement Relating to Video Conferencing Usage

This policy is GDPR compliant.

Date of issue: June 2020

Last reviewed/adopted: October 2020 (Full Governing Board)

Next review date: Autumn 2021

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*This statement should be reviewed in conjunction with the Online Safety policy.*

On occasion, teaching staff may use approved video conferencing applications such as Microsoft Teams or Zoom to deliver staff/pupil training sessions. Where these applications are used the following protocol will always be applied.

Staff and Governor meetings:

- Meeting invites will always be sent via school email and include both a meeting ID and password.
- The meeting 'host' will always enable the waiting room function and only allow entry to participants who can be identified by the 'host'.
- Meetings may be recorded for security purposes.

Pupil meetings:

- Pupil meetings will always be 'hosted' on the school site (St Mary's CE Primary School) and not individual's home addresses.
- Meeting invites will always be sent via school email to parent email addresses stored on School Comms and will always include a subject header, meeting ID and password.
- Meeting invites will outline the meeting subject and will *always* include the following disclaimer:

*"I understand that by allowing my child to participate in this meeting I am agreeing for them to participate in a video conference that will be recorded for safeguarding purposes. I understand that an adult must remain in the room with my child at all times while this meeting takes place. I am aware that any child who is unable to follow the guidelines set out by the meeting leader may be removed from the meeting."*

- There will always be two adults (meeting host and another member of St Mary's staff) present in the location where the meeting is taking place.
- To protect both staff and pupils, all meeting will be recorded. These recording will be securely stored on the Head Teacher's account for a period of 7 days and then destroyed.
- The use of both video and sound by children attending meeting is optional and parents must make a decision about whether to allow either or both, for each meeting.
- Teachers may mute sound or disable video of pupils at any time to maintain the best learning atmosphere.  
Teachers will always open and close all meetings to ensure pupils are always supervised, when connected to others through arranged meetings.