

Shamblehurst Zoom Safeguarding Policy

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All parents/carers have received a Zoom guidance letter, which sets out their roles and responsibilities (Appendix 1).

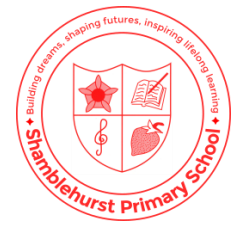
It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate, concerns raised with DSLs and recorded on CPOMs. Online teaching should follow the same principles as set out in the code of conduct. Shamblehurst Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Staff must only use the Zoom platform as agreed by the school, to communicate with pupils, and it is the responsibility of the teachers to gate keep and check content and comments

1:1 video conferencing is strictly prohibited – On no occasion should staff make or take video calls with pupils on their own. This excludes ELSA support/SALT, these sessions must be recorded and a parent must be present at the beginning and end of the session. These sessions will focus on wellbeing and skills based work rather than confidential counselling.

Security

- Staff will be allocated a basic account via the SENDCO/Deputy SENDCO to provide parents with login details via Seesaw
- Unique Meeting IDs to be created for each meeting scheduled
- Meetings must not be published on social media or in a public forum.
- Staff to sign in using accounts set up using their class email addresses i.e. meerkats@shamblehurst.co.uk
- Date and time, together with a link to the meeting to be shared only in a secure email or via Seesaw.
- Parents and students must not pass on link details for the meeting to other persons, regardless as to how well they know them. Other interested parties must be directed to the Host teacher.
- Parents to ensure they have set up the Zoom account via their email address or Seesaw link not Facebook.
- Parents to ensure that the background area is free from personal items like family photos, links to address etc.
- Children will be reminded of online safety by staff and parents i.e. this is an organised session and the importance of not speaking to strangers online
- Two members of staff will be present. If this is not possible the session will be recorded and stored securely.



Running a Lesson/Intervention

- The 'Waiting Room' function to be enabled on all sessions.
- Staff to sign in using accounts set up using school email addresses.
- Recording of sessions by participants to be disabled in account settings.
- Private message facility to be disabled.
- Staff should ensure they are working from a suitable area in school or home when accessing virtual calls or meetings.
- Staff to always follow the Code of Conduct
- Each lesson to begin with a reminder not to share personal information, i.e. addresses, etc.
- If there are two adults present at the session, the second Adult must be introduced by the host teacher. The second adult may be out of view of the camera.
- **If two adults are not present the session must be recorded. The video will be stored securely.**
- The host teacher to admit only those participants on the register for that session.
- A register to be taken before the lesson/intervention begins.
- The 'participants' tab to be monitored periodically throughout the session.
- Chat facility to be monitored by the staff throughout lesson.
- Ensure Screen sharing is restricted to the host only.
- The meeting must be locked once all expected participants have joined (by a given time) so no one else can join.
- The 'participants' tab to be monitored periodically throughout the lesson.
- Staff will remove any participants who are not following these guidelines.
- Participants to be reminded at the start of each session that recording is not permitted.
- **Staff to complete Zoom checklist for each session (See appendix 2)**
- **All staff to attend in-house Zoom training session**

Safeguarding

The meeting will be ended if the member of staff witnesses or hears anything of concern and details will be passed to the DSL.

Any suspected recording to be brought to the attention of the DSLs SENDCO/Deputy SENDCO immediately.

Two members of school staff may be present and will be introduced by the host.

If only one member of staff present, Zoom sessions MUST be recorded.

Both the 'host' of the lesson and the support staff member to be an adult who has undergone safeguarding training and has DBS clearance as a member of school staff.

All members of staff to be familiar with Online Safety and our IT policies and Agreements including 'E-Safety Policy and Agreement', 'Internet Policy', 'ICT Teaching and Learning Policy' and 'Social Media Policy' etc.

All members of staff to be aware of the procedure to be followed should a child make an unexpected disclosure.

School staff to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate or sensitive background, etc.

1:1 ELSA/SALT support will be recorded (an individual agreement with parents will be made).

Clear guidelines to be given to all students and staff on wearing suitable clothing and choosing a suitable location for accessing meeting.

