



Using Video Conferencing for live sessions – Parents and Carers' Guidance for safe use

During the period of school closure there are clear potential benefits of using video conference platforms such as Google Meet. These include collaboration and educational interaction between students and teachers.

Students have been issued with guidance to follow to ensure that live sessions are conducted safely. Your support for these guidelines is greatly appreciated:

- Students will be provided with invitations to live sessions via the class or tutor group Google Classroom. Students must not post meeting details or invitations on social media. School staff have been instructed to ensure that any video conference account is linked to their school email account.
- As far as possible please make a safe, appropriate and semi-supervised space available for the session to take place in. Students have been told that they should must take sessions in a room with an open door and that ideally a parent / guardian or another trusted adult should be in the same premises while the session takes place.
- Students should not take video conferenced sessions in their bedroom.
- Students are asked to work against a 'neutral background' as far as possible – e.g. a plain wall
- Students are required to present themselves as they would if they were in a face-to-face lesson: They should dress appropriately for a school lesson and follow the behaviour expectations that we have in lessons.
- The teacher will record the length, time, date and attendance of any sessions held, but will not record the session itself.
- Parents or others outside the classroom must not take part in or observe the session taking place.

Your child's teacher will contact the school's Designated Safeguarding Lead (DSL) if they have any concerns about a student. Examples of potential concerns may include:

- a staff member seeing, or hearing, a concern during an online session
- a disclosure made by a student in the course of a session