



Using Video Conferencing for live sessions – Student 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.

When using a video conferencing platform such as Google Meet, the following safeguarding guidelines need to be followed:

- You will be provided invitations to online sessions via Google Classroom. You must not post meeting details or invitations on social media
- You must take sessions in a room with an open door and a parent / guardian or another trusted adult should be in the same premises as you while the session takes place.
- You should not take your session in your bedroom.
- Work against a 'neutral background' as far as possible – e.g. a plain wall.
- Present yourself as you would if you were in a face-to-face lesson: Dress appropriately for a school lesson and follow the behaviour expectations that we have in lessons.
- Your teacher will record the length, time, date and attendance of any sessions held, but will not record the session itself.
- Microphones should be off and cameras on (it is important that we are able to see students to check welfare and to ensure that you are not filming, for example, on your phones)
- Parents or others outside the classroom must not take part in or observe the session taking place.
- Only invited students should be taking part.

Your 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.