Addendum to

E – Safety Policy

Policy Version			
Date	**Document Version**	**Document Revision History**	**Document Author/Reviser**
23.9.20	1.0	Addendum to policy based on COVID – 19 restrictions and remote learning for pupils	Mrs Z Pilkington

Introduction

In the light of continued school closures and the need to address well - being issues around isolation felt by children not attending due to reduced provision, school is seeking to create an enhanced virtual learning offer which includes on line tasks through Seesaw with set opportunities for class/group (but initiated by school) zoom calls.

It is necessary to create a set of protocols to ensure safety of everyone. This is a useful system but it does need to be carefully administered.

ZOOM Calls – protocols and safeguarding information – by accessing the zoom call pupils and parents agree to the terms below. These will be sent out with relevant meeting codes prior to the meeting taking place.

1. The zoom app needs to be downloaded to a device. This is free to do and there is a download for every type of device: https://zoom.us/download. The web service can be used (instead of downloading) to access zoom by clicking on the emailed link but participants may not be able to see all other participants, as functionality is sometimes limited.

2. Participants will need the meeting ID and password provided for each zoom meeting. These will be sent via the email used for school newsletters. For security of our pupils, we will not post this code online. Participants will be instructed not to share this link with anyone else.

3. Once zoom is initiated participants will have to add the code to the 'join a meeting' box

4. Participants will then be held in a 'waiting room' and admitted in turn.

5. The following safeguards apply;

- No 1:1 lessons will take place, groups only. At least 2 school adults will be on the call for safeguarding purposes.
- Pupils must wear suitable clothing during the call, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be appropriate, including any talk by family members in the background.
- Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.
- The 'chat' function will be disabled so the only interactions taking place will be via the video/audio link.
- Pupils will be held in a virtual 'waiting room' and allowed in by the adult controlling the call. Once all are admitted the call will be locked so that no one else can join.
- Children will be welcomed then muted by the adult and 'unmuted' when it is time to respond.
- When the call is finished the adult controlling it will end the meeting for all