



GREAT BARDFIELD PRIMARY SCHOOL
Communication with children via Zoom Policy

Policy Issued: 15th June 2020

INTENT

During the period of limited school opening during the Coronavirus pandemic, school staff are using Zoom as a means of having virtual face-to-face conferencing with the groups of children who are not yet invited to attend school. This policy aims to ensure that this is done in a safe way for all involved, following agreed safeguarding and internet safety procedures.

IMPLEMENTATION

- Two members of staff will host a Zoom chat with the children in Years 2, 3 and 4 once a week.
- There will be a minimum of two members of staff (one of them being a teacher) present at every Zoom meeting.
- We will call these sessions 'Zoom Bubbles'.
- Sessions will run with half of each year group at a time and last approximately 20 minutes.
- The call will be scheduled at a pre-arranged time and where possible each group will have their chat at the same time, on the same day every week.
- The Zoom chats will be **hosted** by teachers, on a device that has a camera. We recognise that our school does not have such devices readily available for all teachers so they may use their personal device. This is carried out with the following safeguarding procedures: (i) calls are not to be recorded, (ii) calls are made from a Zoom account set up with the teachers' school e-mail accounts.
- Zoom settings – Teachers will be the meeting hosts. Meetings will be 'host only' with the teacher in control of the meeting settings. Teachers will set the meeting ID and password. The meeting host will allow access to the meeting via the waiting room feature. Hosts will 'lock' the meeting once it has begun to ensure that the meeting is not accessed by a third party.
- Office staff will use school text system (Teachers to Parents) to send the meeting invites to parents/carers and so enable communication with children via Zoom.
- Any one taking part in a Zoom chat, staff and children alike, are to be dressed in day time clothing for the duration of the Zoom chat.
- Zoom chats should take place in a room where a suitable background is available. Teachers should use a plain background that does not show any personal items from their home such as photographs. Children should be in a suitable, quiet room with an adult in earshot.
- Teachers should make sure that wherever possible, other members of their family are not visible in the Zoom chats and parents should aim to keep siblings out of screen shot wherever possible.
- Confidentiality
 - Calls are not to be recorded by parents, pupils or teachers, neither are screen shots of the chat permitted by anyone.



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- Chat content from another child about their family situation is confidential and must not be shared beyond the Zoom chat.
- If the teacher hears chat content which they deem to be of concern re safeguarding or well-being they will inform the school DSL
- **All parents must agree and sign a Code of Conduct document which outlines the above points before their child attends a Zoom meeting.**

IMPACT

The impact of running Zoom Bubbles will be:

- An improvement in pupil social, emotional health by giving them an opportunity to communicate with their peers and their teachers/LSAs.
- An awareness for teachers of how pupils feel about their online learning, lockdown experiences so far.
- To sustain a link between pupils and their teachers in readiness for a return to school.