

St Johns Primary, Hamilton



Policy on Video Conferencing

Rationale: to provide guidance to parents, carers, and staff on the safe and acceptable use of video conferencing.

Staff

The only video conferencing platform that is approved for use with learners is Google Meet within Google Classroom.

Google Meet should be recorded at present for safe guarding. Recordings are stored on the school Google drive for 30 days.

Staff must inform all participants that the meet is recorded.

The recording function is only available to SLC for a short time and all stakeholders will be informed when the function to record has been disabled.

Recordings cannot be shared.

Google Meet can be used for a variety of functions: check-ins, registration and to demonstrate teaching points.

Staff must inform learners of the Meet start time and instruct learners to click on the link on the top banner of their Google Classroom. Staff must be the last to leave the Meet.

Children / Parents

Children log in by clicking on the link on Google Classroom. Children join the Meet and then turn microphone off and only turn microphone back on when invited by the staff member to do so.

The Google Meet is for children within their own class. Parents should encourage children to access the Meet independently.

The Meet is not the platform for parents/carers to speak with staff.

Children will be directed by staff to hang up at the end of the Meet. The staff member who organised the Meet will be the last to leave the call.

With our ASN classes some children may need an adult present to help them remain focused. Again, the adult should not actively communicate with the staff member. Any required communication should be done by emailing the teacher or the Senior Leadership Team.

A Google Meet should be treated as a classroom environment and normal expected standards of behaviour and conduct apply.

Safeguarding and Child Protection

If a staff member observes anything in a Meet with learners which causes concern, the usual Child Protection procedures apply.

Parents/Carers must not interact in the Meet as this would breach safeguarding procedures that are in place to protect individuals.

This policy has been written to provide guidance and safeguard all users.

Written January 2021

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