Protocol for video conferencing - Arbory School

Please ensure you have already read the safeguarding and child protection policy and procedures alongside the updated school closure version before following the guidance below.

**Guidance for Staff and Parents**

* Staff and Parents must maintain the same professional boundaries online that they would offline. (The Staff Code of Conduct remains in force)
* It is essential that children and staff follow the DESC Acceptable Use Policy and E-Safety Policy (https://www.gov.im/media/253621/ict\_acceptable\_use\_policy.pdf)

**Staff and Children should not:**

* Communicate or respond to contact outside the purposes of School work
* Give out personal details
* Discuss or share data relating to students in social media groups
* Take images of students
* Make recordings of disclosures
* Agree to hold a one to one session/lesson with a student without a parent present.

**It is important to:**

* + - Only use School email addresses and accounts
    - The MS Teams function for students can only be used for school based sessions using their account. Teachers send a and the students join at the allotted time. Students wait in a room until the teacher allows them in.
    - Ensure that language is professional and appropriate

**It is important that:**

* + - The lesson/session should be conducted in an appropriate setting if not in a school building – a dining room or office and away from any photographs and personal items. (Virtual backgrounds can be used in Teams)
    - Participants think about the privacy of other people in the house or setting.
    - Teachers should retain a copy of the lesson/session and the materials used in case any issues arise later
    - Staff, students and anyone else in the household must wear appropriate clothing
    - Lessons/sessions should be delivered during the school day unless approved with SLT

**Consent:**

Consent from parents should be given before participation.