



Appendix A

Protocol for Remote Video Meetings with Students:

- **The member of staff will:**

- Only use MS Teams for meetings
- Conduct all meetings from The Winston Churchill School
- Dress professionally for the meeting
- Film from the shoulders up
- Check that tabs you have open on your browser are suitable for children to see if you are sharing your screen
- Check that the tabs you have open on your computer do not contain or display, student, staff or parent personal data
- Check the room you are in for items that you would not want shared online (e.g. personal or private information, offensive/inappropriate materials)
- Contact online must be respectful and professional at all times. Staff should adhere to the Staff Code of Conduct
- Invite your SL or YL to all sessions
- Report Safeguarding concerns to the DSL via CPOMS
- Terminate any meeting if a student is inappropriately dressed
- Terminate any meeting where the student does not adhere to the school behaviour policy or breaks these rules:
 1. Follow staff instructions
 2. Do not interrupt the conversation
 3. Do not use inappropriate language
- Virtual meetings will always be arranged with a group of students (not 1:1). For any exception to this another colleague must be present in the room and/or the meeting recorded.
- Manage children's access to chat and/or video functions during live sessions
- Ensure that sessions are terminated so children cannot continue meeting or chat after the meeting

- **The Parent/carer will:**

- Ensure their child is appropriately dressed for online meetings
- Ensure their child follows the behaviour policy and does not break these rules:
 1. Follow staff instructions
 2. Do not interrupt the conversation
 3. Do not use inappropriate language
- Ensure their child engages with the meeting from a shared living area in the home (e.g, kitchen, living room etc)
- Ensure the door to where the student is engaging with the meeting is fully open at all times
- Periodically look into the room during each session, to ensure that the on-line work is proceeding in an appropriate manner. If the supervision arrangements are evidently not fulfilled by the parents/carers, the session can be terminated immediately by the teacher
- Alert the school if they have any concerns regarding the content of the meeting or the conduct of the member of staff leading the meeting

- **The student will:**

- Follow staff instructions

- Not interrupt conversation
- Not use inappropriate language
- Ensure they are appropriately dressed for an online meeting
- Ensure they are on time for the meeting – regularly check outlook for meeting appointments
- Ensure they follow the behaviour policy and do not break the first three rules:
 1. Follow staff instructions
 2. Do not interrupt the conversation
 3. Do not use inappropriate language
- Ensure they engage with the meeting from a shared living area in the home (e.g, kitchen, living room etc)
- Ensure the door to where they are engaging with the meeting is fully open at all times
- Ensure items that they would not want shared online are not visible (e.g. personal or private information, offensive/inappropriate materials)
- Keep their microphone on mute until it is their opportunity to speak
- Not eat during the meeting
- Not attempt to record any meeting
- Not use the chat function during the meeting
- Alert the school if they have any concerns regarding the content of the meeting or the conduct of the member of staff leading the meeting

These expectations are in addition to the school's existing policies and guidance



Print Name:..... Date.....

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I confirm that I have read and understood the expectations for remote meetings with students.

Signature:..... Date:.....

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