

# Video Conferencing Policy

## February 2021



Mr D Walton, Head Teacher  
Langley Park, Co. Durham, DH7 9XN  
Tel: 0191 3731398  
Email: [langleypark@durhamlearning.net](mailto:langleypark@durhamlearning.net)

These Guidelines are adopted subject to the over-riding requirements of relevant legislation, of the Local Authority and to the legal responsibilities and powers of the Governing Body as employer, admissions authority and owner of the school

### **Aim:**

To maintain contact between home and school, and for children to have contact with each other as a class during current school closure. Our aim is to use video conferencing as a means to conduct activities such as: sharing a reading text and answering questions, holding a discussion around a recent topic of learning, wellbeing-related group activities, quizzes or games, parent evenings (where social distancing measures prevent face to face meetings taking place) etc. .

The following policy outlines the expectations of staff and parents/carers and pupils regarding video conferences. All meetings will be recorded for safeguarding purposes. The recorded meetings will not be shared unless requested by relevant authorities.

**This policy will be shared with parents/carers of children taking part in any calls arranged by the school. By accessing the link sent to parent/carer email addresses around 30 minutes before the call is scheduled to take place, parents acknowledge that they accept the school's policy and that they are giving permission for their child to take part in the call.**

The preferred medium for video conferencing in school between staff and pupils will be Zoom, but other platforms may also be used.

### **Staff**

- To inform and share information to parents/carers regarding the time, date and conference details to allow access via text message or email
- Calls will never be shared with pupils without parent involvement
- Lead teacher to be in control of meeting settings
- Lead teacher to accept children to video conference via a 'waiting room'
- Lead teachers to dress appropriately and use appropriate language as expected in school
- Meeting details and passwords to only be shared with those parents whose children are taking part in the call
- At least two members of staff will be involved with all video calls

## **To protect Parents/Carers and Pupils:**

- By accessing the link sent to parent/career email addresses or class dojo around 30 minutes before the call is scheduled to take place, parents/carers acknowledge that they accept the school's Video Conferencing policy and that they are giving permission for their child to take part in the call.
- Make sure the joining email/dojo message is from Langley Primary School, this will prevent any impact from phishing emails where people try to get you to click on a fraudulent email.
- We will always make sure that there are two adults on the video call and we would like parents to be in the vicinity when our call takes place.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.
- All pupils to dress appropriately and use appropriate language as expected in school. Furthermore, pupils are to address peers as they would in school.
- Pupils to not share personal information, take photos, screenshots, or share email addresses during video conferences.
- If necessary, lead teachers will remove pupils for disruptive or unacceptable behaviour during conferences.
- It is the responsibility of parents/carers to supervise logging on.
- Parents/carers and pupils to not share meeting details and passwords with others. If parents/carers misplace or forget log in details, please ask school for a reminder and these will happily be given.

### **Review.**

This policy will be reviewed on a yearly basis, or as deemed necessary by the Governing Body. It links to our school Safeguarding Policy, Behaviour Policy and Online Safety Policy.

**Date of Implementation: February 2021**

**Date of Review: June 2021**

**Signed Headteacher:**

**Signed Chair of Governors:**