



## **Great Chart Primary School Protocol for Live Video Calls**

There is an expectation that all children in Years 1-6 will take part in all learning during this lockdown period, including some live sessions. Please contact the school if you have a problem with technology and feel this may be a challenge. During any form of live online meeting, maintaining the safety and privacy of all users is our priority.

Therefore, a strict set of protocols must be followed by all involved. Failure to adhere to these protocols may result in the individual being removed from the chat or the chat being terminated for all parties.

### Rules for engaging with a live video call

- Google Meet is a conferencing tool as part of Google for Education. It is a safe and secure app and the children can only use it within the Great Chart domain by signing into the school account.
- The conferencing system uses both video and audio. We ask that video is on throughout the session but that the audio is muted when not speaking.
- All people appearing on the stream should be appropriately dressed and in a suitable, quiet location, this must not be a bedroom. Please focus your webcam on your face. Please check there is nothing private in the background. If possible, blur or change the background.
- Children should be dressed appropriately but school uniforms are not required.
- Only the child invited to the chat should be seen and heard during the call. Anyone else in the room should be out of view.
- We ask that a supervising adult be present for the duration of the call but remains silent.
- Under no circumstances is the link provided to a signed up parent, to be distributed to a wider audience.
- No screen captures or video recordings are to be taken during the conference by participants. The chat facility should only be used when directed by the teacher.
- Usual school rules around language and behaviour apply.

Should any of these rules be broken or there is any other inappropriate behaviour which could jeopardise the experience for others, the administrator reserves the right to suspend someone from the session.

All sessions will be recorded for security and will be stored on our drive for purposes of review and monitoring.

If, during the call, a child decides to talk about something of a sensitive nature, the teacher will divert the conversation onto a new topic. If required, a follow-up phone call will then be made home by either the teacher or a Designated Safeguarding Lead.

Should you have any queries please contact your child's class teacher or the office, via email.