ZOOM Calls – protocols and safeguarding information – by accessing the zoom call you give your agreement to the terms below.

1. You need to download the zoom app to your device. This is free to do and you can find a download for every type of device here: https://zoom.us/download. You can use the web service (instead of downloading) to access zoom by clicking on the emailed link but you may not be able to see all other participants as functionality is sometimes limited on the web service.

2. You will need the meeting ID and password provided for each zoom meeting. These have been sent to you via the email used for school newsletters. For security of our pupils we can not post this code online. If you can not access it please contact school and we will send it out to you via email. Please do not share this link with anyone else.

3. Once you have started zoom you will have to add the code to the 'join a meeting' box

4. You will then be held in a 'waiting room' and admitted in turn.

5. The following safeguards apply;

☐ No 1:1 lessons will take place, groups only. At least 2 school adults will be on the call for safeguarding purposes.

☐ Pupils must wear suitable clothing during the call, as should anyone else in the household.

☐ Any computers used should be in appropriate areas, and where possible be against a neutral background.

☐ Language must be appropriate, including any talk by family members in the background.

☐ Videos may be muted for both pupils and staff if other children in the household become unsettled or cause a disruption.

☐ The 'chat' function will be disabled so the only interactions taking place will be via the video/audio link.

☐ Pupils will be held in a virtual 'waiting room' and allowed in by the adult controlling the call. Once all are admitted the call will be locked so that no one else can join.

☐ Children will be welcomed then muted by the adult and 'unmuted' when it is time to respond.

☐ When the call is finished the adult controlling it will end the meeting