



## Online Video Conference Guidance – April 2020

**The following guidance is to ensure the safeguarding, of both staff and children, whilst communicating or running remote sessions with a child during the Coronavirus shutdown:**

- ❖ Staff must use **Google Meet** for video conferencing, logged on using their Farfield domain Google account. This is for online security reasons and because it is embedded within the familiar Google Classroom environment.
- ❖ All sessions must be recorded. The recording will be saved on the staff member's online Google Drive, and an archive will automatically be accessible to administrators within Google Vault. Children and parents must be made aware that recordings will be made and archived for this purpose
- ❖ Staff and children must wear suitable clothing, as should anyone else in the household
- ❖ Any computers used should be in appropriate areas, for example, not in bedrooms; staff need to be mindful that backgrounds do not compromise personal confidentiality or breach the principles of safer working practice guidance for staff working in educational settings
- ❖ Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- ❖ Language must be professional and appropriate, including any family members in the background
- ❖ Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- ❖ 1:1 sessions can pose particular safeguarding concerns. In cases where 1:1 tuition is essential, staff must seek formal written agreement from a senior manager and the pupil's parent. This could be an email exchange that is then recorded on CPOMs. On-going arrangements to meet 1:1 must be copied to a parent's email address.
- ❖ Staff will make a very brief record of each 1:1 session on CPOMs using the tag **Video 1:1**, e.g. 9.30-10.00 Story redraft. This is not required for group sessions

**This information must be shared with parents and staff.**