

## **Live Streaming Using Zoom Safeguarding Guide. Stokes Wood Primary School January 2021**

After reading a considerable amount of information about Safeguarding during live streaming, the following points are important and should be followed to safeguard children and adults. This document will be sent to parents, carers and staff.

Live Webcams in teaching and learning:

- **No 1:1s**, groups only; 1:1s may be possible, subject to a risk assessment and SLT permissions (An additional member of staff must be available to monitor this in school)
- 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**; and where possible be against a neutral background.
- Any live classes should be attended by at least 2 members of staff. One will be leading/teaching, the other monitoring attendance and behaviours.
- Live classes should be kept to a reasonable length of time for concentration and positive engagement purposes.
- Language must be professional and appropriate, including any family members in the background
- Schools should risk assess the use of livestreaming using webcams
- Data Controllers need to reassure themselves that any teaching/learning software and/or platforms are suitable and raise no privacy issues

**Children should also access zoom from a communal area at home, not their bedrooms (lounge or kitchen for example).**

Zoom/live session should only take place with the knowledge of the Head Teacher and should take place at the times specified on the timetable.

Staff should have knowledge of the various tools available on Zoom. Support with Zoom is available from colleagues (Mr Laverick).

Communication with parents. Zoom should not be used to communicate with parents where a phone call is sufficient.

Parents/carers and staff should report any concerns they have of a safeguarding nature or otherwise to the Head Teacher (Mrs Gadsby), the Assistant Head Teacher (Mr Brown) or the school office immediately. Please do not wait until the ends of the Zoom session.