

To ensure that all staff and children are safeguarded when using Zoom, we ask that the following guidance is followed which is available on the schools' website:

By accepting the invitation, the parents are agreeing to the following terms of use:

- That they (the parent/guardian) are acting as the responsible adult for the duration of the meeting
- That they (the parent/guardian) are giving consent for their child to participate in the meeting
- An adult must be present with the child at all times
- Parents must NOT share the invitation/password for each meeting with anybody else
- Computers need to be on 5 to 10 minutes before the session starts, when users should be able to enter the virtual waiting room. (Once the session has started it will be locked to minimise the chance of uninvited persons joining the meeting.)
- All participants (staff, parents 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. Please try and place the device where the child will be visible on the screen. Laptops or iPads are better for the screen size.
- Language must be appropriate, including any family members in the background.
- Please keep background noise to a minimum.
- When signing in to the session, please include your child's first initial and surname so that staff know that they are admitting appropriate people. (If just the name of a phone or PC is displayed, staff will not permit entry.)
- Teachers will use the mute button at various points during the session to ensure that all users can hear one person at a time.
- Teachers will disable the private messaging facility
- Children are asked to raise their hand if they would like to speak. The teacher will then un-mute them enabling them to speak to the group
- Sessions will not be recorded
- Parents MUST NOT take screen shots during the session
- In the unfortunate event of the meeting being hacked and inappropriate material being shared, all users should end the meeting immediately.
- The Zoom meeting will be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy.