Appendix F – Microsoft Teams Communication to Parents

Safeguarding and Rules

Keeping your child safe and happy is always a high priority so the school staff will keep a close eye on all chat and communication on Teams to ensure it is kind and respectful. Children will be expected to follow the rules of the school – SAFE, READY and RESPECT online. We will all need to follow these guidelines to ensure that it is a good session for everybody involved:

School Staff will:	Parents/ Carers will:
• Provide groups only live contact or 1:1 where this has been planned and approved by the SLT • Provide contact whilst against a neutral background • Wear suitable clothing • Record the live sessions so that if any issues were to arise, the video can be reviewed. These recording will be held securely on the school cloud network. • Use professional and appropriate language. • Use Microsoft Teams on the school's platform. • Log the length, time, date and attendance of any sessions held. • Communicate through any live platform from school email addresses to school email addresses only. Staff will never use private addresses to correspond with students or parents. • Invite each student to attend any live session as pre planned via their Microsoft Teams account. • Abort the session or remove a student should there be any unwanted behaviour or conduct and will report this to the school and parents as necessary.	• Read the guidance below with their children and make sure that they understand the rules. • As much as possible allow children to take part in any VLE session independently- obviously some technical assistance for younger pupils may be required but sessions will be more beneficial if children can interact with their Home Learning Teacher directly rather than parents doing this. • Wear suitable clothing if the chances are they will be passing within screenshot whilst moving around their household. • Ensure their child is located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open and within earshot of an adult. • Use appropriate language only, even if communicating with another member of the household. This includes gestures and other body language. • Not record, screenshot or otherwise the session as this will breach the Acceptable Use Policy • Raise any concerns they have about any element of the session with the school as soon as possible.

Microsoft Teams and/or Zoom advice for staff

Yatton School's guidelines for video-streamed/live teaching

- No 1:1s, groups only, or where there is another adult present with the child.
- Sit against a natural background, ensuring that there is nothing in the background that could be controversial.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas.
- Students should be located in a communal area of the house. Where parents feel that they are best located in a room on their own, the door should remain open with the session within earshot of the parent/adult.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Staff must double check that any other tabs they have open in their browser would be appropriate for a child to see, if they are sharing their screen.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the staff getting on with other important school work and 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 provided by Yatton/LSP to communicate with students
- Staff should note, the length, time, date and attendance of any sessions held.
- Communication by webcam platforms should be from school email addresses to school email addresses. Staff and students must never use private emails addresses to correspond with each other.
- Staff must not use personal social media for e-learning purposes or communication with students although schools may wish to publish learning materials from school accounts on open social media such as Twitter.
  <u>Safer use of Zoom</u>
- Password protect any meeting
- Use a new meeting room each time (ie. Do not use the personal meeting ID)
- Do not allow attendees to join before host
- Mute attendees on joining
- Turn screen sharing off
- Set up a 'waiting room'
- Lock your meeting room after you have started
- Do not publicise your meeting's link on social media
- Do not share the screenshot of everyone, especially when it shows the meeting ID
- Try to have someone whose job it is to 'manage the room' and focus just on doing that.
- Tell people what the Plan B is (i.e. if you do have to abort the meeting where will the meeting move to and how can students re-join)