Wellsprings Primary School

Our Vision:
to develop creativity, high achievement and enjoyment.

Our Mission:
We will provide the 'key skills for life', succeed together and ensure everyone feels happy, safe and valued.

We Value:

Respect

Independence

Working together

Being creative

An enquiring mind

Developing resilience

Being active learners

We show respect through our Golden Rules:

Be kind

Be polite

Be gentle

Be honest

Cooperate

Video Conferencing Policy

1. **Status of this document**

This is an appendix to the main body of our Safeguarding Policy.

This addendum should be read in conjunction with the following school policies: Acceptable Use Policy, *Remote Access Agreement, Safeguarding and Child Protection including the Covid-19 addendum.*

This appendix has been prepared to explain the interim measures being taken within our school to continue to meet safeguarding requirements during these extraordinary times.

2. **Video Conferencing**

Video Conferencing is where two or more locations communicate by simultaneous video and audio transmissions. Using a direct link means that we can see and talk to people anywhere in the world in "real time" using the computer or whiteboard screen to have a conversation as if we were in the same room.

During Covid-19 school closure, teachers may use video conferencing apps (e.g. Zoom) to maintain contact with the children in their class. With the likelihood of an extended period of school closure, the importance of schools maintaining positive and regular contact with children is critical. We recognise the importance of a child's relationship with their teacher(s) and teaching assistants and that maintaining this connection could have a significant impact on a child's well-being.

At the same time we recognise the importance of clear protocols to ensure the safeguarding of all children and the welfare of staff. Specific instructions are included for Zoom however the principles apply to any further video conferencing platform authorised for use in the future.

3. **Safeguarding**

Zoom calls are an integral part of staff at Wellsprings ensuring the ongoing safety and welfare of pupils during the period of school closures. Staff should be aware of children who are not accessing the weekly calls and make arrangements to involve them in some different forum where possible. If there is a barrier with lack of access to technology, we can try to support the family with this.

The following protocols <u>must</u> be consistently implemented for all video conference calls between school staff and pupils:

- Only use school-registered accounts, never personal ones.
- School registered accounts must only be used for the purpose of school video calls.
- Staff must only use a system that SLT have approved and must inform SLT of the time/date of every meeting, ahead of the meeting taking place. Zoom, Google Classrooms or Teams are the platforms to be used in school.
- The meeting's link must not be published on social media. Links to the meeting must only be communicated by direct email from a school email address, dojo, Google Classrooms, Tapestry or ParentMail.
- The member of staff setting up the meeting must ensure a second member of staff is on the call (either WITH the staff member physically, or as one of the additional 'callers'/viewers').
- Use a new scheduled ID each time by selecting *Generate Automatically* (ie. don't use the personal meeting ID in Zoom)
- Every meeting must be password protected by using a different (auto generated) *Meeting Password* for each meeting.
- Meetings must only be held when the whole class/ small groups are invited (with the exception of

SEN calls authorised by SLT including some 1-1 SEND calls as detailed later in this document)   Virtual waiting rooms must be activated - This feature holds potential participants in a separate "waiting room", so the teacher can check who they are before allowing them entry.

- Child and staff must use a recognisable username. Anyone trying to join a call should be rejected if
  they cannot be identified.
- Restricted In Meeting Chat – The individual chat feature should preferably be disabled. Whole class chats can be left on at the discretion of the teacher so that children can type responses or ask for technical support.
- Teacher on every call – On every call, children will be joined by at least one teacher and another accompanying member of staff. Children should not be allowed to join the meeting unless teachers are on the call and will be kept in the waiting room until this time. The call must also end when the host teacher leaves by selecting 'end call / end meeting for all'.
- Children
- Recording of video meetings – For safeguarding, all meetings will be recorded and saved to our school system.
  Refer to **KEY INFORMATION** section (below).

Optional security options:

- Limit screen sharing and annotations – Teachers can, when appropriate, block pupils from sharing their screens or making annotations so that only the teacher can present to the class. *This setting remains optional as it may be useful for some activities but should be deactivated through the in- call security when not in use.*

SEND calls:

- Some 1-1 calls may be take place under the direction of Headteacher, SENDCO or SLT member as part of the actions following individual risk assessments for vulnerable children. These meetings will only have 1 staff member on the call but this must be made clear to parents, and have their full agreement, in advance.

KEY INFORMATION

At the start of the meeting:

- Video conferences must be held in safe and appropriate place with no bedrooms or inappropriate objects/information visible. Staff and pupils must be appropriately dressed.
- At least two members of staff must be in a call and staff must never start without another member of staff 'in the room' virtually or physically.
- Lock your meeting room, preferably, after you have started if all pupils have arrived.
- At the start of each call, remind the children of the ground rules for the meeting. (e.g. the host invites children to speak one at a time, no recording or photographs)

During the meeting:

- The video call must be recorded by the host.
- Staff must keep a record of anything that causes a concern or went wrong.
- Where whole class chat is enabled, this must be monitored by a member of staff throughout the meeting.

After the meeting:

- If there was anything that caused a concern, contact SLT immediately after the conference call and record and share with the DSL Lead, if appropriate.
- The video recording and chat log from the call must be converted and saved on the video drive in the recordings folder. The Video conference recordings will be held in: R:\Work\Video conference recordings

Refer to Appendix 1.

4. Video Conferencing Code of Conduct

In addition to this policy addendum, a Video Conferencing Code of Conduct has been written and must accompany and be adhered to alongside this policy.

Whilst our school is closed, teachers will be using video conferencing (Zoom, Teams or Google Meet) to offer **wellbeing opportunities for the children to meet with their class and teacher**.

It is really important that we have a 'code of conduct' in place to ensure everyone stays safe and enjoys using Zoom.

The statement below should be emailed with the video link to your parents/carers:

Please read the guidelines below and be aware that if you join a school organised chat, you are agreeing to abide by this code of conduct.

- Parents are responsible for supervising their child during the meeting and ensure their child follows the ground rules as explained by the teacher at the start of the meeting.

- Video conferences must be held in safe and appropriate place with no bedrooms or inappropriate objects/information visible.

- Everyone must be appropriately dressed (e.g. not in pyjamas)

- No photos or recordings must be taken by parents or pupils. Meetings will be recorded by staff and these recordings will be saved on the school's secure servers. These measures are to ensure the safeguarding of both **staff and pupils**.

- Participants must remain muted when they are not talking. Please ensure as little background noise as possible (e.g. turning the TV off) and avoid any other conversations being picked up during calls.

- Parents must remain in earshot throughout the call and pupils must not wear headphones.

- Other children from the family who have NOT been invited should not be on the call, only the child whose class is meeting is should be present.

- For younger children who may not usually access social media we want to be really clear that this is a very special use of social media and only being used as an extension to school during this school closure.

Appendix 1
These are sample settings on Zoom for staff to set before meeting:

Meeting settings

Schedule Meeting

Host video
Start meetings with host video on

Modified   Reset

Participants video
Start meetings with participant video on. Participants can change this during the meeting.

Modified   Reset

Audio Type
Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

O Computer Audio

Join before host
Allow participants to join the meeting before the host arrives

Enable Personal Meeting ID
A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. Learn more 🔽

Modified   Reset

Only authenticated users can join meetings
The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Modified   Reset

Only authenticated users can join meetings from Web client
The participants need to authenticate prior to joining meetings from web client

Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

☑ Require a password for meetings which have already been scheduled

⑦

Password for already scheduled meetings   0JEgmK

✏

Require a password for instant meetings

A random password will be generated when starting an instant meeting

> The administrator has locked this setting and you cannot change it. All of your meetings will use this setting.

Embed password in invite link for one-click join

Meeting password will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the password.

Modified   Reset

Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

> The administrator has locked this setting and you cannot change it. All of your meetings will use this setting.

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 🔽

Modified   Reset

Upcoming meeting reminder

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client. ⓥ

In Meeting (Basic)

Require encryption for 3rd party endpoints (SIP/H.323)

By default, Zoom requires encryption for all data transferred between the Zoom cloud, Zoom client, and Zoom Room. Turn on this setting to require encryption for 3rd party endpoints (SIP/H.323) as well.

Modified   Reset

Chat

Allow meeting participants to send a message visible to all participants

◯ Prevent participants from saving chat ⓥ

Modified   Reset

Private chat

Allow meeting participants to send a private 1:1 message to another participant.

Modified   Reset

Auto saving chats

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

Modified   Reset

Sound notification when someone joins or leaves

File transfer

Hosts and participants can send files through the in-meeting chat. ⓥ

Modified   Reset

Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

Modified   Reset

Display end-of-meeting experience feedback survey

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. [v]

Always show meeting control toolbar

Always show meeting controls during a meeting [v]

Show Zoom windows during screen share [v]

Screen sharing

Allow host and participants to share their screen or content during meetings

Modified   Reset

Who can share?

◉ Host Only   ○ All Participants   ⑦

Who can start sharing when someone else is sharing?

◉ Host Only   ○ All Participants   ⑦

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications. [v]

Modified   Reset

Annotation

Allow host and participants to use annotation tools to add information to shared screens [v]

☑ Allow saving of shared screens with annotations 🆅

☑ By default, only the user who is sharing can annotate
  🆅

Whiteboard ⬤

Allow host and participants to share whiteboard during
a meeting 🆅

☑ Allow saving of whiteboard content 🆅

◯ Auto save whiteboard content when sharing is
  stopped

Remote control ⬤

During screen sharing, the person who is sharing can
allow others to control the shared content

Nonverbal feedback ⬤   Modified   Reset

Participants in a meeting can provide nonverbal
feedback and express opinions by clicking on icons in
the Participants panel. 🆅

Allow removed participants to rejoin ⬤

Allows previously removed meeting participants and
webinar panelists to rejoin 🆅

Allow participants to rename themselves ⬤   Modified   Reset

Allow meeting participants and webinar panelists to
rename themselves. 🆅

Hide participant profile pictures in a meeting ⬤   Modified   Reset

All participant profile pictures will be hidden and only
the names of participants will be displayed on the video
screen. Participants will not be able to update their
profile pictures in the meeting. 🆅

In Meeting (Advanced)

Report participants to Zoom

Hosts can report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the Security icon on the meeting controls toolbar. [v]

Breakout room

Allow host to split meeting participants into separate, smaller rooms

Modified   Reset

Remote support

Allow meeting host to provide 1:1 remote support to another participant

Closed captioning

Allow host to type closed captions or assign a participant/third party device to add closed captions

Save Captions

Allow participants to save fully closed captions or transcripts

Far end camera control

Allow another user to take control of your camera during a meeting

Virtual background

Customize your background to keep your environment private from others in a meeting. This can be used with or without a green screen.

Modified   Reset

◯ Allow use of videos for virtual backgrounds [v]

Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests.

Auto-answer group in chat

Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered.

Only show default email when sending email invites

Allow users to invite participants by email only by using the default email program selected on their computer

Use HTML format email for Outlook plugin

Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin

Allow users to select stereo audio in their client settings

Allow users to select stereo audio during a meeting

Allow users to select original sound in their client settings

Allow users to select original sound during a meeting

Waiting room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Modified   Reset

Email Notification

When attendees join meeting before host

Notify host when participants join the meeting before them

Modified   Reset

When a meeting is cancelled

Notify host and participants when the meeting is cancelled

Other

Blur snapshot on iOS task switcher

Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.

Recording settings

Recording

Local recording

Allow hosts and participants to record the meeting to a local file

Modified   Reset

◯ Hosts can give participants the permission to record locally

Automatic recording

Record meetings automatically as they start

Modified   Reset

● Record on the local computer

Recording disclaimer

Show a customizable disclaimer to participants before a recording starts ☑

Modified   Reset

☑ Ask participants for consent when a recording starts

◯ Ask host to confirm before starting a recording

Multiple audio notifications of recorded meeting

Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.

Meetings must be scheduled in advance. The settings required for this are shown below:

Schedule a Meeting

Topic	Test Meeting
Description (Optional)	Enter your meeting description
Use a template	Select a template ▾

When	06/19/2020 📅 2:00 ▾ PM ▾
Duration	1 ▾ hr 0 ▾ min
Time Zone	(GMT+1:00) London ▾
	☐ Recurring meeting
Meeting ID	◉ Generate Automatically ○ Personal Meeting ID 214 959 1705

Meeting Password	☑ Require meeting password 🔒 9NdoJZ

Video	Host ◉ on ○ off
	Participant ◉ on ○ off

Meeting Options

☐ Enable join before host

☑ Mute participants upon entry 🗹

☑ Enable waiting room

☐ Only authenticated users can join

☑ Record the meeting automatically on the local computer ◉ On the local computer