



# Whitstable Junior School

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## Protocol for Live Video Calls Between School and Home

During the school day, children and adults will receive an invite to connect to a Live Session via Google Classrooms class news feed, where they can chat with and see each other. This Live Session is only open to those children who are invited to join the chat. There will be 2 Live Sessions a day (approx. 9am and between 2:45pm-3:30pm). However should you be unable to attend the Live Zoom session, then a recording will be available on the Google Classroom class feed.

During any form of live online meeting, maintaining the safety and privacy of all users is paramount. Therefore, a strict set of protocols must be followed by all involved. Failure to adhere to these protocols may result in the individual being removed from the chat or the chat being terminated for all parties.

Rules for engaging with a live video call from home:

1. Video meetings should take place in a family room in the house, such as a living room or kitchen. Children may not join a video call from their bedroom.
2. Check to make sure that nothing private is visible behind you.
3. Only the child invited to the chat should be seen and heard during the call. Anyone else in the room should be out of view.
4. A supervising adult should remain in the room for the duration of the video call.
5. Children should be dressed appropriately (not in pyjamas), although school uniform is not required.
6. The video call may not be recorded by anyone other than the Class Teacher for use only on the Google Classrooms class feed.
7. Cameras should remain on for the duration of the call.
8. Microphones should be muted when not required – all children should be familiar with how to mute and unmute themselves.
9. The chat facility should not be used unless directed to do so by the teacher.

If, during the call, a child decides to talk about something of a sensitive nature, the teacher will divert the conversation onto a new topic. If required, a follow-up phone call will then be made home by either the teacher or a Designated Safeguarding Lead.

Should you have any queries please contact your child's class teacher or the office, via email.

