



# Whitstable Junior School

Oxford Street, Whitstable, Kent, CT5 1DB

Tel: (01227) 272385

Head Teacher : Ms Sarah Kent

*e-mail: [manager@whitstable-junior.kent.sch.uk](mailto:manager@whitstable-junior.kent.sch.uk)*

## Staff Protocol for Live Video Calls to Children

Staff and parents/carers are required to read this protocol prior to starting live online sessions.

### Staff:

1. Will know the parent/child rules (below) for accessing live sessions and will respond accordingly if these are breached (turn off cameras and or mute, contact parents/carers),
2. Will be appropriately dressed (no bare skin, or nightwear).
3. Will use professional language.
4. Will be in an appropriate living space and ensure that no inappropriate or unsuitable personal possessions are visible (e.g be considerate of wall art, book titles)
5. Will agree online behaviour expectations with learners at the start of lessons. If live streaming, staff will mute and/or disable learners' videos and microphones, as required.
6. Will inform the Designated Safeguarding Lead if they have any concerns arising from the live session.
7. Will inform other household members that they are going to be live and of the expectations around appropriate dress and language.
8. Will endeavor to ensure other household members will not be in the background of the live session or recording. However, there may be occasions when this occurs unplanned. In these circumstances staff should respond immediately by turning sound or camera off if the intrusion necessitates this because of a breach in the protocols outlined above.
9. Will not answer a personal phone or answer the door during a live session.
10. Will not leave the Live Session unattended. If an emergency situation arises where this is required staff should turn off all cameras and mute all participants.
11. Will revisit our Online-Safety Policy as necessary.

### Parent 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.