VIDEO CONFERENCING POLICY

Signed (Chair):	Name: David Champion	Date: 10th January 2021
Signed (Head):	Name: Claire Hill	Date: 10th January 2021
Ratified: by Standards Committee – 10th January 2021		Next Review: 2 years – January 2023

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Video Conferencing Policy	Date	10th January 2021
EIA CARRIED OUT BY:	Claire Hill	EIA APPROVED BY:	Standards Committee

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (Please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		✓
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		✓
Gender Reassignment (transsexual)		✓
Marriage and civil partnership		✓
Pregnancy and maternity		✓
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		✓
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		✓
Gender (male, female)		✓
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		✓

Any adverse impacts are explored in a Full Impact assessment

Live Video Conferencing with pupils

The purpose of live video conferencing is to engage with the children, motivate them and provide contact with their class teacher and peers whilst they are unable to attend school.

Call Security:

In order to ensure that the meeting is private and can be access only the children / parents who have been invited, the following steps will be taken:

- The school will only use video conferencing platforms which provide the safety features below (Zoom and Microsoft Teams).
- The staff will only use school-registered accounts
- The meeting will be shared via a secure link and will then be deleted after the call
- The protocols for the meeting will be shared (e.g. turn off microphone)
- The school will ask parents to keep the link to the meeting secure and to not share it with others
- The 'waiting room / lobby' function will be enabled so that staff can see who is waiting to join the meeting and check that they have been invited
- At the end of the session, the member of staff will end the call for all participants
- Children should log into the meeting 2-3 minutes before it begins and wait in the waiting room / lobby until the meeting starts. The school will allow sufficient time for the children to connect to the meeting
- Parents should ensure that their name or the child's name is displayed when they log on to the meeting.
- The school will mute cameras and microphones on entry.

Supervision & Safeguarding

- Parents should be present for the start of the meeting and should stay in the same room throughout the meeting.
- All meetings with children will be in groups or whole class.
- If a meeting is 1-to-1 with a child, the staff member will request another member of staff join the meeting
- If the member of staff loses connection, all children must exit the meeting

Safety & Conduct

- Staff and pupils should be appropriately dressed during video calls, as should everyone else in the household.
- Staff should consider what personal information they are displaying in the background when holding a video call
- All adults in ear-shot of the call will ensure that their language is appropriate (including other household members).
- Parents will not engage with other children on video calls when their child is in a group session as this is inappropriate.
- Pupils should only take video calls in common areas (lounge, kitchen etc) NOT bedrooms. If a member of staff sees a child is in their bedroom then they will mute the child's video camera and ask them to move to a common area.

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- Parents and pupils will not take screen shots during the session. Staff will only do this for defined educational purposes.
- If a child is behaving inappropriately during a group video call, then (in the first instance) the staff member will mute their camera and microphone so that it is not disturbing learning in the session. If this continues they will phone the parent to discuss this behaviour concern.
- If a member of staff is sharing their screen they will ensure all other programs on their device are shut.

Permissions

- Parents will be asked to give consent to their child using Video Conferencing for remote learning via the school's GDPR consent form. *NB: As the lockdown was unplanned, consent will be implied by children joining the session (following a link sent to the parents' email) until digital consent has been provided so that children are not disadvantaged in the short term.*

Security breaches & Safeguarding concerns:

In the unlikely event of a security breach or serious inappropriate conduct, the member of staff will end the video call for all children and immediately inform the Designated Safeguarding Lead.

- If a parent has a concern about the conduct of a member of staff during a video call they should immediately inform the headteacher (office@Raysfield.org.uk FAO: Mrs Claire Hill)or Local Authority Designated Officer (LADO) LADO@southglos.gov.uk.
- If a staff member has a safeguarding or conduct concern about a child or parent they will inform the Headteacher immediately and record it on CPOMs.