



5 January 2021

## Parent safeguarding and live online lessons

Dear parents and carers

As part of our remote learning, teachers may wish to bring together some of the children in an online meeting or lesson. This would be via Google Meet (included in Google Classroom) or Zoom or some similar platform. These would involve two members of staff and a group of children.

Staff would not normally communicate with children online when school is open, but we believe that, during lockdown, where children may feel isolated from their classmates, it will benefit both their wellbeing and their learning.

We want to be sure that the children are safeguarded in such a meeting and have put the following protocol in place. If you would like your child to take part in live online meetings or lessons, then please complete the form below (or reply to the email that you were sent, stating your child's name to say that you give your consent for your child to take part in these events).

We will only involve your child with your consent. ***If you wish your child to take part in live online meetings or lessons, please complete the online consent form by 1pm on Thursday 7 January.***

### Staff steps:

#### What we will do to ensure that a safe and successful lesson can take place via Google Meets

##### Appearance

- The teacher will wear appropriate clothing for teaching.

##### Teaching environment

- The teachers will be physically located in safe working space that is appropriate for giving online lessons, either at home or in school.
- The teachers will be in a room where others cannot see or listen in (other than other school staff or pupils, as appropriate). If this is not possible, headphones will be worn, and screens angled away towards a wall and away from any other people.
- The teachers will not record the lessons.

##### Timings

- The child will be notified of event timings via their Google Classroom.

##### Accountability

- The teacher will inform the head teacher that the meeting is taking place.
- A second member of staff will also join the meeting.

##### Conduct

- The teachers will behave in a professional manner

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## Parent steps:

### What you will need to do to ensure that a safe and successful lesson can take place

#### Clothing

- Your child must wear appropriate clothing for the online meeting (e.g. the kind of clothing that they would wear on a non-uniform day).

#### Teaching environment

- Your child must be physically located in safe learning space that is appropriate for discussions
- Your child should be in a room with a parent or carer close by or in another room but not overseeing the meeting or lesson.

#### Protecting children

- Parents may listen to the meeting, but ***we ask you not to observe the video*** (this is so that the children are comfortable that they can only be seen by their peers and their teacher - and not other parents.)
- ***Only the child should be visible on camera*** – no other members of the family
- Parents and children should not record or take pictures/screenshots of the meet.

#### Device for the Meet

- You will need to provide your child with a suitable device for receiving lessons on. This would ideally be a desktop or laptop but it can be a tablet. The device will need to have a working camera with audio functionality.
- Your device will need to be connected to the internet.

#### Conduct

- Your child will be given guidelines for interacting so that several people are not talking at once.

#### Individual online support

If members of staff need to support an individual online via video, then the above will apply but, in this case (only), the parent should observe the video.

Please note that if the above steps are not adhered to, a teacher may remove a child from a session.

#### Technical tips

Our experience so far with Google Meets shows that:

- Google Meets seems to work best in Chrome or Safari internet browsers (Edge users may have difficulties).
- If your child is using an iPad or tablet, they first need to download the app. 

#### Consent for live online lessons and meetings

Please click on the link below to let us know whether or not you give your consent to your child taking part.

**Link to the consent form:** [bit.ly/SJSmeets2021](https://bit.ly/SJSmeets2021)

If you have problems accessing the required online websites, please let us know so that we can help you.

Yours faithfully



Mr Hunt