



BUSBRIDGE CE JUNIOR SCHOOL

Online Lessons Using Zoom - Policy

- This policy was reviewed for the Spring term 2021

(vers 05.01.2021)

School Vision: To be a school that reflects the love of Christ: **cherishing** each other as unique individuals and **challenging** all to achieve and succeed.

Specific Aims:

During a period of school closure during the Coronavirus pandemic, school staff are using Zoom to deliver online lessons with groups of children. This policy aims to ensure that this is done in a safe and effective way for all involved, following agreed safeguarding and internet safety procedures.

Online Lessons using Zoom

- Online lessons will happen with groups of 10 children at a time. If there are less than 10 children available then a minimum of two children are required to be in a Zoom lesson at any one time.
- The frequency of online lessons will vary. Initially we aim for four x 30 to 40 minute lessons per week for each child, two focussing on English and two on maths.
- The call will be scheduled at a pre-arranged time and where possible each group will have their chat at the same time each day.
- The Zoom lessons will be hosted by the class teacher on a device that has a camera. This is carried out with the following safeguarding procedures: (i) calls are not to be recorded, (ii) calls are made from a Zoom account set up with the teachers Busbridge CE Junior School e-mail account.
- Confidentiality - Calls/lessons are not to be recorded by parents, pupils or teachers, neither are screen shots of the lesson permitted by anyone.
- Confidentiality - Chat content from another child about their family situation is confidential and must not be shared beyond the Zoom chat/lesson.
- Confidentiality - If the teacher hears chat content which they deem to be of concern re safeguarding or well-being they will inform the school DSL.
- Zoom settings - Teachers or LSAs will be the meeting hosts. Meetings/lessons will be 'host only' with the teacher in control of the meeting settings. Teachers will set the meeting ID and email out meeting information invites, including a password, and then allow access to the meeting via the waiting room feature. Teachers will 'lock' the meeting once it has begun to ensure that the meeting is not accessed by a third party.
- Teachers will use the child's parent/carer email address to send the meeting invites and so enable communication with children via Zoom.
- Any one taking part in a Zoom lesson, staff and children alike, are to be dressed in day time clothing for the duration of the lesson.
- If a child does not want to share their video image then they can just use the audio function. However this will reduce the effectiveness of their learning and participation in the lesson
- Zoom lessons should take place in a room where a suitable background is available. If teachers have concerns about children seeing into their homes then they should use a Zoom backdrop. Children should be in a suitable, quiet room with the door open so that a parent is within earshot.
- Teachers should make sure that wherever possible, other members of their family are not visible in the Zoom lessons and parents should aim to keep siblings out of screen shot wherever possible.
- Entry into the Zoom lesson will not be possible after 5 minutes into the lesson.

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