Video Conferencing Protocols for Staff

Introduction

Teachers can use two main different ways to teach students in a remote setting:

- where students and staff are "live", active participants in an environment where they receive immediate feedback, such as with video conferencing
- where students respond to staff directions but without real-time, "live" interaction. For example, the teacher sets a task on Class Dojo and students work on the task independently, in their own time and at their own pace.

'Live' teaching includes Video Conferencing. This way of teaching will help staff and students communicate in an organised and purposeful way during remote learning.

For Video Conferencing to be effective, and ensure safeguarding measures are in place, there are certain expectations that everyone must follow.

Please read the following in conjunction with "Video Conferencing Protocols for Students".

Everyone must follow the school's Responsible use of ICT and social media guidelines - staff are not to accept any request for a conference call from a student.

Process

Please follow these guidelines when setting up a video conference:

Organising Video Conference

- Gain parental consent at least 48 hours prior to planned conference:
  - inform them of the time and purpose of the video call.
- Inform your line manager (member of leadership team) of date, time and purpose.
- Video conferencing is for groups only, and **not** 1-1.
- All communication is to be through parent email addresses.
- Ensure that there are at least 2 members of staff in conference.

Setting up Zoom Video conferencing:

- Ensure waiting room enabled
  - only admit those invited
- Use with password enabled
  - Only invitees using direct link can access
- Attach "Video Conferencing Protocols for Students" each time a conference is arranged.

Before you get started with video conferencing:

- Make sure that the room you are going to film in is clear of things that might embarrass you - try to pick one that has a plain background and make sure that there are no pictures of family or children in your background.
- Try before you go live! Download the program and start a 'new meeting'. This shows the video. This way you can see what others see before you go 'live'.
- Before starting, be aware of the sounds around you, see if you can find a quiet place or attempt to control what is happening around you.
- Consider using headphones if you have a set so that you can hear clearly
- Please dress appropriately - this is school!!

When you are in a video conference:

- Use 'mute all' button to control speech and allow each student to talk.
  - This is because background noise and competing voices can be a problem in large groups.
- If using 'chat' facility set to 'Host only' and monitor the feed.
- Remind your students that the rules used at school also apply in a virtual classroom:
  - We expect all students to display safe behaviours and the core values of the school at all times.
  - Displaying unsafe behaviour (e.g. inappropriate or unkind language etc) may result in the you muting their microphone or ending their meeting and speaking to their parents.
- You may not, at any time, record or take photos of the participants during the video conference.

After the video conference:

- Make sure you use the 'End Meeting for Everyone' button to exit the meeting when it is finished.
- Record any video communication as COVID-19 communication on My Concern
  - Add all students and brief commentary
  - Set time and date as that of video conference
  - If you have any concerns please complete a separate log as you would do at any other time