**Fowey Primary School: Safeguarding Guidelines for the use of Zoom during School Closures**

We have been using Zoom without any safeguarding issues since Fowey Primary closed. Our sessions have proved very popular and, we think, they have really helped the emotional wellbeing of our children and families. We see huge benefit in this but we know that a very small number of settings nationally have had problems and it is important that we use these new resources safely. These guidelines aim to map out how we will do this and how parents can help.

**Zoom will be used for the following purposes:**

Whole School Assemblies (Mon- Values/ Discussion, Weds- Story, Fri- Celebration and Sharing)

Class sessions once/twice per week only (led by class teacher)

Zoom will never be used for 1-1 sessions with any child/family.

The aim of these sessions is to allow the children to maintain some continuity and a sense of belonging to the school community. It allows them to see their teacher, other school staff and their friends. We do usual ‘school things’ at these sessions (e.g class reading books, times tables etc) as this gives the children a sense of routine but there is no expectation that teachers should monitor learning or progress in these sessions- this is not their purpose.

No child, teacher or parent needs to take part in any Zoom session and they are completely optional. If you or your child doesn’t want to take part you don’t have to… they are just a nice thing to do if you would like.

**Teachers’ will follow these guidelines during/before any Zoom sessions:**

Sessions must be scheduled in advance (with at least 48 hours’ notice for parents)

A meeting ID and password must be used for every session, this should be shared via e-schools with parents for that class (not with children directly). If you want your child to join in you will need to access these codes as a parent.

The waiting room will be used and staff can only admit children/parents whose names they recognise and people who don’t have a recognised name should be allowed into the meeting.

Everyone in the meeting must have their camera turned on. If someone doesn’t turn their camera on they should be removed from the meeting.

There will always be a second school adult in every meeting.

**Parents should follow these guidelines during/before any Zoom sessions:**

You should always be in the room during Zoom sessions and it is important that children are supervised during sessions.

Please make sure the name you use on Zoom is your name or your child’s name. Teachers can only let you in from the waiting room if they recognise your name (we can’t see you until you’re in the meeting).