

# **St. Joseph's Catholic Primary School Policy for Safeguarding in Videoconferencing**

## **Mission Statement**

**Our Mission is to live in the way Jesus wanted. He told us to:**

**“Love one another as I have loved you.”**

**St. Joseph's seeks to be a community in which we build the Kingdom. It is a welcoming, caring place, where Christ is central to everything we do. Every member of the community is valued and encouraged to reach their full potential. St. Joseph's is rooted in the Gospel values of love, tolerance, respect, justice, honesty, hope, forgiveness and stewardship.**

**This policy has been developed from Guidance on safeguarding whilst using videoconferencing platforms provided by the National Catholic Safeguarding Commission (NCSC) and the Catholic Safeguarding Advisory Service(CSAS) which can be accessed here <https://www.csas.uk.net/safeguarding-resources/>**

In what are unprecedented times, Covid-19 has presented many challenges to individuals and organisations. Whilst having to adjust to the situation, it is important that we continue to follow safeguarding procedures to ensure the safety and protection of all, but in particular those who are vulnerable or at risk. Everyone in school has a responsibility to safeguard and promote the wellbeing of children.

Online platforms and new technologies offer tremendous opportunities to reach, communicate and engage with children during times of self-isolation. The use of technology and social media platforms has the potential to transform the way in which we can communicate and continue with some forms of learning at this difficult time. Keeping everyone safe whilst using these platforms is essential.

All platforms that bring people together have the potential to present a risk to users, especially children, and adults at risk, or who are otherwise vulnerable. As users of these platforms, we have a responsibility to ensure that our communications are as secure and private as they can be.

## **Class sessions**

Keeping children in contact with school helps keep them motivated and engaged in their learning. Class teachers will set up short catch up sessions via Zoom each week to celebrate work over the week as well as running quizzes and competitions. School will use Zoom as its selected online platform. Parents/carers will be informed that the school is using Zoom to work with children at home and given information how to download the application and any key issues they need to be

aware of. Parents/carers will be informed that an audio recording of whole class Zoom sessions will be made. Staff will open the Zoom meeting with a shared screen with a message that this meeting is being recorded along with the Zoom rules.

### **1 to 1 sessions**

The school will continue to deliver phonics and Speech and Language interventions in short 1 to 1 sessions for children who are working at home. **1 to 1 sessions will also be offered to children with an EHC plan if parents/carers chose not to send their child into school.** These will be delivered in school by a member of staff and will be audio recorded. Parents/carers consent must be given for these sessions.

### **Setting up the meeting**

#### **Staff will:**

- Communicate via a school account
- Send a randomly generated link by dojo to parent/carer to invite them to a meeting

### **Conducting the meeting**

#### **Staff will:**

- Set up a 'waiting room' so that the staff member/meeting host chooses when to admit people and can restrict entry to only those who are invited
- Lock the meeting once it has started
- Be positioned in front of an appropriate or neutral background
- Remind children of the rules for Zoom and that any inappropriate behaviour will not be tolerated
- Explain how to rejoin if the internet fails
- Mute children on arrival and ask them to hold their hand up if they want to speak
- Not use 'breakout rooms' but maintain a single, adult led group
- Report anything of concern via dojo to safeguarding leads

### **Children will follow the school Zoom Rules;**

- Behave on Zoom as you would in school
- Put your hand up if you want to speak
- Don't use the chat function
- Leave the meeting when told to do so by the class teacher

**Parents and carers will;**

- Ensure that while their child is on Zoom that they are in a place visible to others within the household and not within bedrooms or other closed spaces.
- Not participate in a meeting.

Staff online training resources for safe and secure use of Zoom for videoconferencing:

<https://zoom.us/security>

[https://blog.zoom.us/zoom-for-education-top-10-frequently-asked-questions/?\\_ga=2.90424986.1825533648.1602014739-657996981.1598558082](https://blog.zoom.us/zoom-for-education-top-10-frequently-asked-questions/?_ga=2.90424986.1825533648.1602014739-657996981.1598558082)

<https://blog.zoom.us/zoom-product-updates-new-security-toolbar-icon-for-hosts-meeting-id-hidden/>