

St. Stephen's preferred method for face to face contact is Google Meet. This will allow teachers and staff to make contact with pupils, share information and conduct meetings. Teachers may also use these opportunities to share stories, answer questions, lead debates and lead very short teaching sessions e.g. phonic sounds, or to explain some tasks in more detail. The purpose of Google Meet calls can include:

- regular face to face contact with as many children as possible in the class
- allowing teachers to share learning overviews with children
- checking in on children's learning and/or wellbeing show and
- share learning with the class and celebrate achievements during the week

To protect all members of the St. Stephen's community, we have made sure to implement the advice provided to us by our local authority who include the following in their safeguarding documentation:

- No 1:1 sessions - there must be a second member of staff or another child present - groups only.
- All webcams from children's homes must be monitored and any inappropriate behaviour of images must lead to immediate removal.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The class contact should be recorded so that if any issues were to arise, the video can be reviewed.
- Class contact should be kept to a reasonable length of time, or the contact may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.

As with any online work, there will always be safeguarding risks. We endeavor to mitigate risk but there will always be a chance of children witnessing or hearing inappropriate content when sessions are live. This could range from a person in the family home or school inadvertently saying something that may offend or present a visual image that may upset. In addition, there is also a risk of an unsavoury character trying to hack school google meetings.

PLEASE NOTE: These sessions are for children, not adults/parents. When your child is accepted into a video chat by their teacher there are certain guidelines we all must follow.

Students	Teachers	Adults, including siblings, at home
<ul style="list-style-type: none"> • Students should not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak. 	<ul style="list-style-type: none"> • All Google Meet sessions will be led by the teacher whilst in the school setting. • Teachers will not allow attendees to join before the host and they will keep a list of 	<ul style="list-style-type: none"> • Parents have ultimate responsibility to make sure students not only attend, but follow the correct protocols when online Google Meetings are scheduled with

GOOGLE MEET PROTOCOL

<ul style="list-style-type: none"> • Students should only share screen content, if the teacher has agreed; do not annotate over documents that are shared. • Students must wear suitable clothing, as should anyone else in your home. • Students should find a suitable quiet environment, for example, in a shared part of the house i.e. not in bedrooms or bathrooms; and the background should be blurred if possible and if not should be appropriate. • Students should always keep their language and interaction appropriate, as they would in face to face conversations, whether with teachers, or their peers. • Students should ALWAYS make sure they leave the Meet. Always double check and get in the habit of closing your laptop when not in use, to prevent the camera from working regardless. • Students are prohibited from recording or capturing/screen grabbing content from the video call. 	<p>attendees.</p> <ul style="list-style-type: none"> • Teachers need to send the link rather than an invite so the pupils can't join until the teacher joins and the teacher has to let everyone in. • Teachers will ensure that attendees are muted as they join the meeting. • Teachers will make expectations and meeting conduct clear at the beginning of each meeting, including the school rules. • Teachers will ensure no one else is on view from the camera, wear suitable and appropriate clothing. • The teacher has the right to remove a student from a Google Meet if their behaviour is not in line with the school behaviour expectations. • Only hold meetings with a manageable amount of children and during the school day. • Teachers will always ensure that there are at least two members of St. Stephen's staff in any Google Meet they are hosting. 	<p>teachers.</p> <ul style="list-style-type: none"> • Parents should be aware of the distance learning content for their child, by regularly checking the school's chosen online platform of Google Classroom. • Please help your child set up and access the Google Meet lesson using the link posted onto the google classroom. • Please make sure that your child is ready 5 minutes before the advertised start of the meeting, to ensure that you are on time and that you don't delay the meeting and are not locked out. • Please ensure your child is appropriately dressed for meetings. We would expect pupils to be dressed as though it was a non-uniform day. • Please ensure other family members are appropriately dressed and out of camera shot and do not contribute to the video call. • Parents have the responsibility to ensure backgrounds are blurred on Google Meets and that participants do not have anything behind them that others may find offensive • Please discuss with your child the appropriate way to behave in the meeting - in the same way as if they were in school with the member of staff. If a child is behaving inappropriately, the school may need to suspend their school google account temporarily. • Please DO NOT film the session on other devices; this is a safeguarding and GDPR issue.
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