



Eastlea Protocol for Zoom sessions / class 'meet ups'

We are aiming to offer a chance for the children to 'meet up' virtually with other children from their class because this is something which has been asked for by a number of pupils/families during this current lockdown. This is a new venture and we are keen to make it work **SAFELY**, but appreciate your patience as there may be some teething problems.

Attendance is not compulsory – if your child does not want to join the Zoom meeting or you do not want them to take part that is fine! For those who do want to join in the class meeting we will arrange for this to happen at a timetabled date/time and pupils will be sent a Zoom meeting invitation via Seesaw/Tapestry.

By accepting the Zoom meeting ID /invitation and joining the meeting you agree to the protocols as set out below, so please take time to read through them in advance:

- Staff will only host the Zoom sessions from within Eastlea and there will be at least two members of staff present while the Zoom sessions are taking place.
- **The meeting ID is to remain confidential** and is not to be shared with anyone that it was not designated to.
- **Your child needs to be identifiable – so they must use their name when they sign in and have their camera switched on.** We will not allow entry if we cannot identify the child.
- **An adult should be in the house with the child** for safeguarding reasons and to support with any technical issues.
- **Please ensure that your child is in a communal area of your house for the Zoom meeting and that there will be no-one else on camera in the background.** They should remain in one place and not wander around.
- Please be ready for the session **5 minutes before the designated start time** so teachers can check the 'waiting room' and grant access to the session on time.
- Children joining late may not be able to enter the session as the Zoom meeting could be locked by staff 5 minutes after the start time so that no one else can join.
- **Pupils who are taking part must be fully dressed (not wearing pyjamas).**
- Recording, photos or screenshots of the Zoom meeting are not allowed for safeguarding reasons.
- When a child joins the Zoom meeting they should have their **microphone on mute initially** so that the staff can deliver instructions
- The same behaviour expectations that are set within the classroom apply to the Zoom meetings. Staff retain the right to ask a child to leave or not admit them to the session. Parents may be contacted if there are any issues.
- **The meeting will be ended if staff witness or hear anything of concern.**
- At the end of the Zoom meeting staff will end the session for all participants.