



**Langdon  
Primary  
School**

12 January 2021

Dear parents and carers

**Re: Protocol for live video calls between school and home**

Increasingly, we are using live video calls to help some of our pupils with their learning. We use Zoom for this purpose following improvement of their safeguarding systems over the course of the pandemic and are happy with this platform.

From time to time staff may invite individuals, groups or whole classes to an online lesson or activity. This online lesson is only available to those children who are invited to join using the link sent by the staff member.

During any form of live online meeting, maintaining the safety and privacy of all users is paramount. Therefore, a strict set of protocols must be followed by all involved. Failure to adhere to these protocols may result in the individual being removed from the online meeting or the meeting being terminated for all parties.

Rules for engaging with a live online meeting from home:

- 1 Online video meetings should take place in a family room in the house, such as a living room or kitchen. Children must not join an online meeting from their bedroom.
- 2 Check to make sure that nothing private is in view behind the person who is part of the meeting.
- 3 A supervising adult should remain in the room for the duration of the meeting.
- 4 Only the child invited to the meeting or the parent supervising them should be seen and heard during the call. Anyone else in the room should be out of view.
- 5 Children should be dressed appropriately (not pyjamas), although school uniform is not required.
- 6 The meeting may not be recorded by anyone.
- 7 Cameras must remain on for the duration of the meeting.
- 8 Background screens must not be used in the meeting.
- 9 Supervising adults must ensure that background noise is kept to a minimum and that distractions such as radio/TV/internet are switched off for the duration of the meeting.

LYNN PAYLOR SUTTON  
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- 10 Microphones may be muted when not required - all children should be familiar with how to mute and unmute themselves.
- 11 The chat facility should not be used unless directly to do so by the member of staff.

Should you have any queries about online lessons or meetings, then please contact me and I will try to help.

Yours sincerely

Lynn Paylor Sutton  
Head Teacher