



Dinting Church of England (VA) Primary School

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Using Video Conferencing for meetings and lessons – Student Guidance for safe use

During the period of school closure there are clear potential benefits of using video conference platforms such as Zoom or MS Teams. These include collaboration and educational interaction between students and teachers.

When using a video conferencing platform such as Zoom or MS Teams the following safeguarding guidelines need to be followed:

- You will be provided invitations to on-line lessons via the school email system. You must not post meeting details or invitations on social media
- You must take lessons in a room with an open door and a parent / guardian or another trusted adult should be in the same premises as you while the lesson takes place
- You should not take your lesson in your bedroom
- Work against a 'neutral background' as far as possible – e.g. a plain wall
- Your microphone must be on mute at all times unless you are invited to speak.
- Present yourself as you would if they were in a face-to-face lesson: Dress appropriately for a school lesson and follow the behaviour expectations that we have in lessons
- Your teacher will record the length, time, date and attendance of any sessions held, but will not record the lesson itself

Your teacher will contact the school's Designated Safeguarding Lead (DSL) if they have any concerns about a student. Examples of potential concerns may include

- a staff member seeing, or hearing, a concern during an online lesson
- a disclosure made by a student in the course of a lesson.



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