Online Meeting Policy
Bushmead Primary School
March 2023

1. Aims

Our aim to ensure that best practices are met and adhered when using online meeting forums.

2. Legislation and guidance

Guidelines regarding the use of online platforms can found using the link below.

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#safeguarding-pupils-and-teachers-online

3. Definitions

An e-meeting is a meeting between at least two people who can see each other but are not in the same place. An e-meeting is a web-based meeting or conference format that allows people to see and hear each other.   We also call it an online meeting or virtual meeting.

4. Roles and responsibilities

4.1 Staff Members

- When hosting meetings, to ensure that all child protection procedures and the rules detailed within this policy are adhered to.

- When joining / attending meetings to adhere to the rules and guidelines detailed within this policy.

4.2 Parents

- To ensure they are in attendance during any online meeting between staff and pupils.

5. Zoom Meetings

5.1 Best Practices for Securing Zoom Meetings

Zoom includes numerous features designed to secure your virtual meetings and prevent disruption, which should be in place by default for any zoom meetings you are organising. This document provides some guidance and direction with regard to how Zoom should be used. The principles apply to the use of any online virtual meeting platform, including Teams.

5.2 Setting up basic information

Ensure that you have your full name configured as your display name. This should not be a username or email, but your full name to ensure all participants can be correctly identified. This can be adjusted in your profile:

https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile

5.3 Security options available when *scheduling* a meeting

Here are some options you can set to secure your meeting at the time of scheduling:

- Use one-time meeting IDs instead of your personal meeting ID to meet on a different meeting ID every time (https://support.zoom.us/hc/en-us/articles/201362373-What-is-a-Meeting-ID-)

- Password-protect your meetings for an added layer of security (https://support.zoom.us/hc/en- us/articles/360033559832-Meeting-and-Webinar-Passwords-)

- If inviting children to the zoom meeting, send the invite and passwords in separate emails and advise parents not to share any details on social media platforms.

- You can also change your personal meeting ID to a 10-11 digit number that you can remember but is not easily known by others, and therefore harder to guess for an outside.

5.4 Securing your Zoom meeting while it is *in progress*

Lock your Zoom meeting:

A meeting host or co-host can lock a meeting that has already started so that no one else can join. This prevents unwanted participants from joining the meeting.

To lock your meeting:

- In the Zoom meeting room window, click Manage Participants. A tab called Participants should appear on the right

- Click More in the bottom right

- Click Lock Meeting

- Enable the entry/exit tone

- Turn on the "doorbell" so you hear a tone when someone joins or leaves the meeting. The host can enable the tone and change the setting so only the host hears the tone.

https://www.youtube.com/watch?v=JpTDoE9H6V4

5.5 Remove a participant

- It is best practice to actively monitor who is in your meeting. If you see a name in the participant list you don't recognize, the host can remove that participant from the meeting. You can also enable a setting which will not allow removed participants from rejoining the meeting.

https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting

5.6 Mute a participant's audio/video

- From the participant list, you can disable a participant's audio and video. https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting.

5.7 Lock down the chat

- In-meeting chat can be locked so participants cannot chat with or send links to each other. It is recommended you do this with in-meeting controls so that you can easily change the setting if needed.

    https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat

5.8 Manage annotation

- Disable annotation in the screen sharing controls to prevent disruption to the screen share by someone inadvertently annotating the shared content.

- As always, be careful when clicking links.

- Don't click a link in the chat unless you are sure the link is legitimate and know the participant who shared the link.

6.0 General Protocols for using Online Meetings

6.1 General:

- The calls or virtual meetings need to **take place at an appropriate time** [check in with HT if not sure] Generally, these will be with normal working daytime hours and not late at night.

- If calling a family, **ALWAYS record your session** - this will protect you against any form of allegation.

- Think about your language always use professional language and tone of voice.

- Smile and consider camera angles – ask another colleague to view before posting.

6.2 Personal safeguarding:

- Wear appropriate clothes – laptop cameras give different & unexpected camera angles so wear what you would wear if you were in school.

- Look at your background – does it have photographs you don't want others to see?

- When using zoom to meet children, ensure there are at least 2 members of staff.

- Children who are accessing zoom from their homes, need to have an adult in the same room.

6.3 Environmental:

- Go on-line from a suitable room in the house [eg. Not the bedroom or bathroom]

- Inform others in your house that you are broadcasting on-line. Guard against family members wandering past the camera to protect their privacy.

6.3 Pupil Safeguarding:

Listen for any cues that indicate a safeguarding concern and report these to your designated SL as soon as possible. These cues might be about:

- Child abuse or neglect.

- Inadequate supervision at home.

- The impact of food poverty.

- The health status in a family and any young carer responsibilities they are having to be responsible for.

IF IN DOUBT, DO NOT DO IT AND IF SOMETHING GOES WRONG THEN <mark>REPORT IMMEDIATELY.</mark>

7. Monitoring arrangements

This policy and information report will be reviewed by the Headteacher every year. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

8. Links with other policies and documents

- This policy links to our policies on:
- Acceptable Use policy
- e-safety policy

Version:	2	
Written by:	Steve Down	**Date:** 13th March 2023
Last reviewed by governors:	Summer 1 2023	
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