

- Under no circumstances it is appropriate for staff members to hold one-to-one video conferences with a pupil due to safeguarding risk
- If possible there should be two members of staff members in a meeting – if this is not possible, please record the meeting for safeguarding
- Depending on the reason for the meeting, it may be advisable to record it
- Staff should only arrange meetings through Microsoft Teams, inviting children as a guest into the meeting
- Make sure that the parents are aware and give consent for their child to take part in a video conference
- Staff members are to sit in front of a neutral background (you can use the different backgrounds that are available on Teams)
- Staff should present themselves as if they are in school face-to-face with the children
- Staff should make sure that they schedule the meeting rather than provide a link to a “meet now” live meeting as there would be no waiting room for the children to be in before the session. Create the meeting in your calendar in Outlook and then right click to copy the hyperlink.
- The link for a meeting can be copied into Purple Mash or emailed to parents or sent via direct messages on Parent Hub.
- Within Teams, if you are the organiser, the children will be waiting in the lobby. You need to approve them in order for them to join the meeting. This can be easily done if you have the participants list up.
- Within the participants list, you can also mute a child (individually, and they can unmute themselves), give the child the opportunity to share their screen as a presenter and also end the meeting for that child if they are not following the rules.
- Make sure at the end of the meeting that you click on the three dots on your toolbar and select “End meeting”. This makes sure that all participants have left the meeting at the same time as you.
- If you just “hang up” using the red telephone icon, then the children may be able to stay in that meeting unsupervised.
- Fill in a “Log of Concern” if there is anything that is troubling or needs to be raised with the safeguarding team. If working from home, please record on a form and phone a member of the safeguarding team.