

## **Carclaze Primary School: Safeguarding Guidelines for the use of Microsoft Teams during School Closures**

The school currently uses Microsoft Teams for all of our internal meetings and we would now like to roll this out to children, parents and carers so that children are able to keep in contact with school staff and with each other. The aim of these sessions is to allow the children to maintain some continuity and a sense of belonging to the school community. It allows them to see their teacher, other school staff and their friends.

For the time being, these sessions will not be used for teaching. Please continue to contact your child's class teacher if you have questions about any work which has been set. This will be reviewed in future.

### **Parents should follow these guidelines during/before any Teams sessions:**

- Please share the 'Pupil guidelines for using Teams' with your child before the session and reinforce the 'Pupil code of conduct' by reminding your child of the behaviour expectations during sessions.
- You should always be in the room during Teams sessions and it is important that children are supervised during sessions. We ask that no other family members appear on screen during these sessions.
- Please make sure the name you use on Teams is your child's name (no nicknames). Teachers can only let you in from the waiting room if they recognise the name as a child in the class (we can't see you until you're in the meeting).
- We encourage all children to appear on screen for the entire session. However, if children would rather not appear on screen the whole time, they can turn off their camera. They must, however, turn on their camera if asked to do so by a school adult. This is so that we can check that only children invited to the meeting are participants. Refusing to switch on your camera when asked would result in a child being removed from the meeting.
- Please ensure that children are seated in an appropriate place with their device in a fixed position (rather than moving around). The background behind them should be appropriate and as neutral as possible – please avoid conducting calls in bedrooms and in positions which display family photos.
- Please ensure that children are dressed appropriately. They do not need to wear school uniform but please make sure they are not wearing any clothes with inappropriate slogans/images.
- For the majority of the session, children should mute their microphone. This is to allow the session to run as smoothly as possible and avoid people talking over each other. If children are invited by the teacher to speak, they will then be able to unmute their microphone.
- As a parent, you are responsible for your child's safety during these sessions. Please make sure you are aware of what is going on and that there are no problems. If any problems do occur, please let the school adults in the session know straight away.
- Please do not share the session link with anyone else. For safeguarding reasons, it is vital that only the right people are present in the session. If someone asks you to share the link, please direct them to contact the school.

### **Teachers' will follow these guidelines during/before any Teams sessions:**

- Sessions must be scheduled in advance (with at least 48 hours' notice for parents).
- Sometimes teachers may decide to record the session. They will inform you if this is the case.
- A link for each session will be shared via eSchools in advance of the meeting.

- The waiting room will be used and staff can only admit children/parents whose names they recognise and people who don't have a recognised name will not be allowed into the meeting. If you have an existing Teams account linked to your personal/work email, it would be useful if you could message us in advance to give us the name/email address which may appear instead of your child's name so that we know to let them in!
- Everyone in the meeting must have their camera turned on at some point so that we can verify that only the right people are present. If someone doesn't turn their camera on when asked, they will be removed from the meeting.
- There will always be at least one other school adult in every meeting.