

Grafton primary School Video Conferencing Agreement for Parents and Carers

1. Please do not share the Meeting ID and Password on any platforms, as this will be emailed directly to parents.
2. If possible, please change the display name to your child's first name, so we know who is in the waiting room.
3. An adult must be present in the room (they do not need to be on screen) to support and monitor your child.
4. Ensure your child is in an appropriate room in your house, this should not be a bedroom.
5. Staff and children must wear suitable clothing, as should anyone else in the household.
6. Recording, photos or screenshots of the Zoom meeting are not allowed by participants.
7. Video camera must be turned on.
8. The same behaviour expectations that are set within a classroom, apply to the Zoom (video) meeting. - If they would like to say something, we ask that they raise their hand and wait their turn. Children must be respectful of others views and contributions.

Additional Measures during the meeting:

1. We will have a meeting room enabled. Therefore, anyone who tries to join the meeting will be placed into a 'waiting room' where they will be shown a message stating "Please wait, the meeting host will let you in soon". Only those participants we are expecting in the meeting will be admitted.
2. We will lock the meeting when everyone is in. Once everyone we are expecting has joined a meeting by the given time, we will not let anyone else in and we will lock the meeting.
3. If necessary we will be able to remove a participant from the meeting. As the meeting will be locked, they will then be unable to get back in. We should not need to do this unless there is a safeguarding reason or a behaviour breach.
4. We will have the ability to put the meeting on hold. This may be the case if the teacher has been alerted to something that needs to be dealt with. The attendees' video and audio connections will be disabled during this time.
5. We will record the meeting using the record facility in the Zoom (Video) programme itself. No other recording of the meeting is permitted by any person other than the host teacher. This recording will be stored securely and destroyed in line with GDPR guidelines.