



St James CE Primary School Virtual Meeting Protocol

ADULTS

- Record every Teams meeting
- Only admit people to the meeting who should be there
- As the teacher you should always be the last person to leave every call.
- Check your surroundings before turning on your camera - what will be visible to all watching you? What do you want them to see about you?
- Dress appropriately and professionally for the video call.
- Behaviour expectations are the same as in the classroom
- Report anything concerning to the DSL for your school immediately
- Live classes should be kept to a reasonable amount of time.

If anyone has a safeguarding concern at any time out of school hours, please contact the local MASH team (Multi Agency Safeguarding Hub) on 0345 050 7666

PUPILS

If your teacher uses video conferencing, you will get a link via Class Dojo from your teacher to join the call. If you are prompted to allow or accept then do so.

- You must wear suitable clothing, as should anybody else in your house who is likely to appear on the screen.
- Any computers you use should be in an appropriate area in your house, and where possible should be against a neutral background.
- Language must be appropriate, including family members in the background.
- Meetings will be recorded for protection of both pupils and staff.