



Roche CP School

Student-Teacher Video Call Policy

It is envisaged that the use of video-conferencing sessions will primarily involve Microsoft TEAMS. This can be used for 1:1 student support and pastoral check-ins.

In order to create a safe environment for pupils and staff (henceforth referred to as “teachers”) when taking part in a videoconferencing session, the following considerations must be observed:

1. Parents must give their consent at the beginning of the session. This must be recorded on the teacher’s session notes. The parent must remain with the child at all times, allowing the child to do all of the talking and engaging with the teacher. If the teacher speaks directly to the parent, then they must respond.
2. Teachers must familiarise themselves with the functions of Microsoft TEAMS, including the privacy and mute settings. Teachers will also record the sessions, copies of which shall be deleted at the end of the national lockdown when face to face teaching resumes.
3. All video-conferencing sessions should take place within school hours (09.00 - 15:00) and must be hosted and supervised by the teacher at all times.
4. Any video-conferencing session should have a minimum of three participants. This should be the teacher, pupil, and supervising parent/carer.
5. During the session, the interaction should be between teacher and pupils only, just as it would be on school premises.
6. When a video conference finishes, pupils should exit TEAMS first and the teacher should close the session once complete.
7. Teachers should outline their expectations during the first video-conferencing session. Subsequent sessions should include a brief reminder of the expectations and rules that keep pupils and staff safe online.
8. Video conference sessions should be scheduled on TEAMS at least 48 hours in advance. Parents will receive notification of this via an email.
9. Video conferences should be held from an environment that is communal, safe and free from distractions. Children should not be in their bedroom for the call. Use a space downstairs, preferably in front of a blank wall. Televisions and other devices should be switched off during the call.
10. Teachers must be professionally dressed and pupils should be dressed appropriately.
11. Teachers should keep a record of attendance for each video-conferencing session, using the school’s record of intervention paperwork.
12. Teachers should communicate any inappropriate behaviour or any interactions that are not conducive to learning to a member of the senior leadership team. Any safeguarding concerns need to be raised immediately with a safeguarding officer in school.