



## **COVID-19 Appendix to Trust Social Media Policy**

### **1. Status of this document**

This is an appendix to the main body of our Social Media Policy.

This addendum should be read in conjunction with the following Trust/school policies: *Social Media, Photograph and Video, E Safety, Safeguarding and Child Protection including the Covid-19 addendum.*

This appendix has been prepared to explain the interim measures being taken within our Trust to continue to meet safeguarding requirements during these extraordinary times.

This addendum has been first signed off by Inspiring Learners Trust Board on 22.04.20 and most recently updated and approved on 03.02.2021.

### **2. Video Conferencing**

Video Conferencing is where two or more locations communicate by simultaneous video and audio transmissions. Using a direct link means that we can see and talk to people anywhere in the world in “real time” using the computer or whiteboard screen to have a conversation as if we were in the same room.

During Covid-19 school closure, teachers may use video conferencing apps (e.g. Zoom) to maintain contact with the children in their class. With the likelihood of an extended period of school closure, the importance of schools maintaining positive and regular contact with children is critical. We recognise the importance of a child’s relationship with their teacher(s) and teaching assistants and that maintaining this connection could have a significant impact on a child’s well-being.

At the same time we recognise the importance of clear protocols to ensure the safeguarding of all children and the welfare of staff. Specific instructions are included for Zoom however the principles apply to any further video conferencing platform authorised for use in the future.

### **3. Safeguarding**

The following protocols must be consistently implemented for all video conference calls between school staff and pupils:

#### **Ahead of the meeting:**

- Only use school-registered accounts, never personal ones.
- Staff must only use a system that SLT have approved and must inform SLT of the time/date of every meeting, ahead of the meeting taking place.
- The meeting's link must not be published on social media. Links to the meeting must only be communicated by direct email from a school email address to each individual parent or through Seesaw.
- Parents are welcome to join the meeting too.
- The frequency of Video conferences will be aligned with the school’s Remote Education Model and must be approved by SLT.
- The member of staff setting up the meeting must ensure a second member of staff is always present.

- Use a new scheduled ID each time by selecting *Generate Automatically* (ie. don't use the personal meeting ID in Zoom)
- Every meeting must be password protected by selecting the *Require Meeting Password* box.
- Meetings must only be held when the whole class is invited.
- The Waiting Room must be activated and attendees must not be allowed to join before the host
- Parents, children and staff must agree to the Video Conferencing Code of Conduct before being invited to join. The Code of Conduct will be sent, by email, and explain that in joining the first 'video conferencing chat' parents and children are agreeing to the Trust's 'Video Conference Code of Conduct'.
- The above setting can be seen on a screen shot from the Zoom App:

**Schedule meeting**

**Topic**  
Class ABC Meeting

Start: Fri April 17, 2020 18:00

Duration: 0 hour 30 minutes

☐ Recurring meeting Time Zone: London

**Meeting ID**  
☒ Generate Automatically 
 ☐ Personal Meeting ID

**Password**  
☒ Require meeting password 027095

**Video**  
 Host: ☒ On ☐ Off 
 Participants: ☒ On ☐ Off

**Audio**  
☐ Telephone 
 ☐ Computer Audio 
 ☒ Telephone and Computer Audio 
 [Edit](#)

**Calendar**  
☒ Outlook 
 ☐ Google Calendar 
 ☐ Other Calendars

**Advanced Options**  
☒ Enable waiting room 
 ☐ Enable join before host 
 ☐ Mute participants on entry 
 ☐ Automatically record meeting on the local computer

**Schedule** **Cancel**

## Two Factor Authentication

All staff are asked to implement Zoom's two-factor authentication. Enabling this feature further helps to prevent 'zoombombing'.

To enable multi-factor authentication, log in to your Zoom account online by going to Zoom's website and completing the following steps:

- 1) Click on your profile 'avatar' in the top-right corner of the page.
- 2) Click on your name/email address to open your profile settings.
- 3) Scroll down to the Two-Factor Authentication section.
- 4) If this section says 'turned off' click 'turn on'.\*\* If it already says 'turned on' there's nothing more you have to do.  
\*\*
- 5) You'll be prompted for your password again.
- 6) Click 'Set up' next to the type of second factor you would like to enable (Authentication App, SMS or both).
- 7) Follow the on-screen steps to complete.

## At the start of the meeting:

- Video conferences must be held in safe and appropriate place with no bedrooms or inappropriate objects/information visible. Staff must be appropriately dressed.
- At least two members of staff must be in a call and staff must never start without another member of staff 'in the room'.
- Lock your meeting room after you have started.
- At the start of each call, remind the children of the ground rules for the meeting.(e.g. the host invites children to speak one at a time, no recording or photographs)

## During the meeting:

- No recordings must be made unless prior permission is given by the Head of School.
- Staff must keep a record of anything that causes a concern or went wrong.

## After the meeting:

- If there was anything that caused a concern, contact SLT immediately after the conference call and record on CPOMs, if appropriate.

## **4. Vulnerable pupils**

Consideration must be given to vulnerable/SEND pupils to ensure the video conference is safe, appropriate and accessible for all.

- Email link is sent to parents only and parents to make the decision whether a child can join the call.
- A separate conversation may be needed with individual parents, ahead of any conference call to discuss arrangements.

Staff should also be aware of children who are not accessing the meetings and immediately inform SLT. SLT will investigate a child's absence to determine if there is a barrier with lack of access to technology that we can support the family with.

## **5. Video Conferencing Code of Conduct**

In addition to this policy addendum, a Video Conferencing Code of Conduct has been written and must accompany and adhered to alongside this policy.

