

Online Meeting Safeguarding Protocols

Safeguarding Protocols:

To ensure that we safeguard our staff and our families the following protocols must be adhered to by all parties. In joining your booked parent consultation appointment, you are acknowledging and agreeing to abide by these protocols. If you have any concerns, or are unable to abide by these protocols, then you must inform the school by email so we can resolve these before your parent consultation meeting can take place.

All staff, pupils and parents using video communication must:

1. Only use Scopay video call facility for our Parent consultation.
2. Ensure as far as is possible they have a stable connection to avoid disruption to the meeting.
3. Wear suitable clothing – this includes others in their household.
4. Position cameras in a way that only headshots can be seen and always remain aware that they are visible.
5. Ensure meetings take place in a suitable, private space which allows for confidentiality to be maintained. For example, if at home in a suitable living area with an appropriate background.
6. Use appropriate language – this includes others within their household.
7. Maintain an acceptable standard of behaviour as expected if the meeting was in school.
8. Not take photographs of the screen or record the meeting in any way, store, or distribute such materials.
9. Be aware that the meeting will end after 10 minutes in order that the next appointment can be started. This is to ensure that timings can be kept and health and safety regulations for staff can be met with regard to use of technologies.

The ending of the meeting will be time dependent, not conversation based, so the ending may therefore be abrupt.