



TEAMS live meeting protocols – Higham primary School

1. Video meetings should take place in a family room in the house, such as a living room or kitchen. Children may not join a video call from their bedroom.
2. Check to make sure that nothing private/inappropriate is visible behind you.
3. Only the pupil invited to the chat should be seen and heard during the call. Anyone else in the room should be out of view.
4. A supervising adult should be on hand (doesn't have to be in the same room), for the duration of the video call.
5. Children should be dressed appropriately (not in pyjamas), although school uniform is not required.
6. The video chat may not be recorded, unless done so by the member of school staff, in which case all participants will be informed.
7. Cameras should remain on for the duration of the call, unless direction is given to turn them off by a member of staff.
8. Microphones should be muted when joining and when not required – all children should be familiar with how to mute and unmute themselves.
9. The chat facility should not be used unless directed to do so by the teacher

Children and adults will receive an invite to sign up to a live chat session via TEAMS, where they can chat with a member of staff and see each other. This Live Session is only open to those children who are invited to join the chat, have completed the form set through an assignment on TEAMS and they must be available at the set **start** time.

Please respond via the assignment to be set in TEAMS, which will then have a form for pupils to complete.

Times of live sessions will be alternated each week to allow as many pupils as possible to attend. The first sessions will take

If, during the call, a child decides to talk about something of a sensitive nature, the teacher will divert the conversation onto a new topic. If required, a follow-up phone call will then be made home by either the teacher or a Designated Safeguarding Lead.

Should you have any queries please contact your child's class teacher via TEAMS or the school office, via email or phone.

Parents should log in through the child's TEAMS account with their Higham school email address

During any form of live online meeting, maintaining the safety and privacy of all users is paramount. Therefore, a strict set of protocols must be followed by all involved. Failure to adhere to these protocols may result in the individual being removed from the chat or the chat being terminated for all parties.

Expectations of behaviour whilst on the call are as they would be if the child was in school on a normal school day. Inappropriate behaviour may result in your child being excluded from the remainder of the call and attendance at future meetings would need to be discussed prior to the next meeting.

Thankyou

Mrs Grattan