



St. Wilfrid's Church of England Primary School

Virtual Meeting Policy

Our Christian Vision:

Our distinctive Christian vision is to follow Jesus' teaching, enabling all members of the school family to live and love fully. We aim for everything we do to be clearly reflected in our mission statement: **Love God, Love each other, Love learning.**

Let all that you do be done in love (1 Cor 16:14)

Date of Policy June 20

Review date June 21

ST WILFRID'S CE PRIMARY SCHOOL Virtual Meetings Policy

These arrangements apply to group and individual meetings and training sessions.

Under the current circumstances and restrictions on people movement and group gatherings, ST WILFRID'S CE PRIMARY SCHOOL will adopt the use of virtual meetings to ensure the continuance of meetings with staff, parents, pupils (as required) and external agencies.

- Where a meeting or training session is taking place virtually, every effort will be made to enable all participants to access the meeting. All participants will receive clear instructions regarding how to access the meeting or training session including where they can obtain support if they experience difficulty.
- All participants will note and follow any instructions given on how to manage their participation at the meeting.
- All participants will abide by their normal rules, procedures and agreements and give particular regard to the duty to maintain confidentiality.
- All participants will be appropriately dressed for meetings and training sessions.
- ST WILFRID'S SCHOOL will contribute towards a safe and secure environment for the meeting or training session by giving due regard to policies relating to Data Protection and the appropriate use of ICT.
- Formal meetings will be minuted in the same way as other meetings and copies of these notes will be sent to participants as normal.
- Virtual meetings or training sessions must not be recorded by any participant or facilitator without the approval of the headteacher prior to the meeting and for a specified purpose. See also following guidance: *Remote Teaching – Safeguarding Pupils and Staff*
- When participants join a meeting, they will be placed in a waiting room and require the host to admit them individually. They will not be able to join the meeting before the host. Participants should clearly identify themselves via their device naming options.
Class Zoom meetings will be recorded by the host and a minimum of two members of staff should be present.
- The policy will be reviewed at least annually but will be updated in line with relevant advice and updates.

Date of Policy: June 2020