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| **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/ revised Jan 21/ Review June 21

Review date June 2022

**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 and use appropriate language 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, using the child’s name or family surname.

Class Zoom meetings will be recorded by the host and a minimum of two members of staff should be present.

The Meeting ID is confidential and should not be shared.

Parents/carers should be present, but other household members should not be visible or audible.

Children or parents/carers should not record, take photographs or screenshots of the meeting.

· The policy will be reviewed at least annually but will be updated in line with relevant advice and updates.

Date of Policy: June 2020

Revised January 2021

Reviewed June 2021

ST WILFRID’S C OF E PRIMARY SCHOOL

**Website www.stwilfrids-halton.co.uk**  **@stwilfshalton**

 **Friday 15th January 2021**



When you take part in a live session, families agree to use their **St Wilfrid’s values** of **love**, **kindness**, **respect**, **responsibility**, **honesty** and **courage** at all times.

**HOUSEKEEPING GUIDELINES**

1. Live meetings are recorded by the host, if you do not wish to appear in the recording, please turn off your video camera.
2. Change the displayed name to the child’s name or family surname and ensure your background is suitable
3. Parents/carers should be present, but other household members should not be visible or audible
4. The Meeting ID and links are confidential and should not be shared
5. Keep your microphone on mute unless invited to unmute by the host
6. Depending on the type of session, use the ‘hands up’ option to indicate you wish to speak / take part
7. Have the resources needed for the session ready at start of meeting
8. Ensure personal information stays private
9. Children or parents/carers should not record, take photographs or screenshots
10. Raise any concerns immediately with the host