Highfields Academy
Together we inspire, always aiming higher

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Good morning everyone.

I hope you are all ok. In yesterday's letter I spoke to you about video conferencing and the potential safeguarding concerns that this could bring. I'd like to stress that these are mainly around protection of staff rather than risks to your children. Another area that we need to consider are the GDPR regulations around data protection.

Last week we tried online conferencing for the first time. On Monday Year 4 also had on online lesson. We have been keen to get this going as a way of trying to continue face to face engagement in these very challenging times. We have now produced some guidelines for staff and for parents to enable conferencing to continue. We should have published these before running any sessions but enthusiasm overtook us. As I said last week, we are all learning and this is very new to us as it is to you. As well as the guidance for parents I am also sharing with you the guidance I have given to staff so that you have a full picture of what is involved with web conferencing.

Please note that by joining any conference that is hosted by the school you are agreeing to all of the following. There is an awful lot of information in these links but we would be grateful if you could read as much of this as possible. **We will assume that if you join any conference you are aware of the information below and consent to it.**

Stay safe everyone,

Simon Dyson
Principal

Further information of what Zoom conferencing is:

This link should give you all the information that you need to know about Zoom conferencing:

https://www.forbes.com/sites/rebeccabellan/2020/03/24/what-you-need-to-know-about-using-zoom/#6b30fb803284

GDPR compliance:

All Zoom conferences hosted by school will be recorded and this will be saved on the Zoom cloud. This link directs you to the Zoom Privacy Policy so that you know where this will be stored and how Zoom will use your information: https://zoom.us/privacy

This link will direct you to the GDPR compliance ɑatement for UK residents: https://zoom.us/gdpr

Safeguarding of pupils and staff using Zoom web conferencing:

For parents and pupils:

- Parents who have not given the school permission to use images of their children on the school website or in social media need to think very carefully before allowing their children to join conferences. It is possible to join the conferences without turning on the video or microphone, enabling them to see and hear what is going on but not be seen or participate. If you would like to review the permissions for your child you can do this via email sent directly to me at head@highfieldsnantwich.cheshire.sch.uk. Please email me with the words: "I give permission for images of my child {Name} to be used on the school website, on social media, in local publications and in the school prospectus" Please amend as appropriate.

- Codes for joining meetings will only be shown on the google classroom or in the actual email that is sent to you at the start of the day. The letters I send will not include them as they are published on the school website and are therefore accessible to the wider public.

- Parents and pupils must remember that if you join the web conference everyone else will be able to see you on their screens. Therefore it is important that you are aware of codes of conduct (not just those on the screen but what might potentially be going on in the background). Please remember that this is a school environment.

- Anyone using any inappropriate language or displaying any inappropriate behaviour will be immediately removed from the conference and will not be allowed to take part in any future events.

- Please note that all conferences will be recorded to protect our staff.

- Please note that this is new to staff and they will endeavour to do their best. They are not used to this way of working and it will take time to get this right.

- Please note that conferences are being held for the benefit of the children. It would be inappropriate for parents to ask things of the teachers in this public forum. This should be done in private via email or telephone.

- Please ensure that if your child does take part in a conference that you are either with them or in their vicinity so that you know what is going on.

Guidelines for members of staff:

- No member of staff should feel obliged to host a Zoom conference. This is entirely your choice and you should only do this if you are comfortable with this.
- You should make every effort to avoid using personal devices to host a conference. Please use equipment issued by the school wherever possible.

- If you are planning on doing a conference you must make sure that <u>at least one other member of staff</u> is participating too; this is to safeguard you. No teacher should be online with pupils/families without other staff being present. The second of staff may choose to join without using the video option. They will be able to see what is going on but no-one will be able to see them (their screen will show but it will be blank). It is highly important that the additional member of staff is in the conference is <u>not participating</u>. Their role will be to monitor what is going on, who is joining and spot if anyone joins who shouldn't. **This member of staff will have the authority to terminate the conference immediately if any concerns are identified.**
- Any conference must be recorded. You can do this in the settings before you start the meeting. Please choose the option that saves the conference to the Zoom cloud.
- Please make sure that you inform me of your intention to do a conference. You need to provide me with the date, time and information of who the conference is open to.
- Conferences must never be carried out in a 1:1 basis with a pupil. If you launch a conference and only 1 pupil joins you are advised to terminate the conference.