



## **Protocol for using Microsoft Teams with children**

### **Principles**

Through the use of online learning, we aim to maximise children's learning at home. As well as improving outcomes, it is important that all staff who interact with children, including whilst online, continue to look out for signs a child may be at risk. Any such concerns should be immediately recorded and referred to a DSL as per the school's Safeguarding Policy.

Online teaching should follow the same principles as set out in the Teaching Standards; the Safe Working Practice Guidance and the Whistleblowing (confidential reporting) & Code of Conduct Policy.

The E-safety Policy, including the SMART rules for children and the Acceptable Use policy provide overarching guidance for the use of computing equipment both in and out of school and can be accessed via the school website.

### **Setting a meeting**

Children are only able to access a meeting via direct invite from the teacher. This is managed through Office Teams calendar from the staff member's school address. The staff member remains in control of meeting access at all times

### **Considerations**

Below are some things to consider when using Microsoft Teams with children who are at home or in school and devices such as webcams, phones, laptops, tablets are in use:

- Staff must only use platforms agreed by the school to communicate with pupils, in this instance Microsoft Teams. It is the responsibility of the teachers to gate keep and check content and comments. They should therefore ensure they are familiar with Microsoft Teams and its features prior to use.
- Staff will establish meetings using their school e-mail accounts and not through a personal account. Children will have their own account and password known only to them, the parents and the school.

- 1:1 Microsoft Teams meetings are safe as all meetings are recorded and backed up from the outset. All recordings are held securely by the school for 12 months. After which, they are permanently deleted. Parents are required to manage their child's access to the call and should be available if required.
- Turn your camera on and have your camera at eye level.
- Suitable clothing should be worn by the teacher and any other adults on the call.
- Language and behaviour must be professional and appropriate, treat a live virtual classroom just as you would a lesson at school and expect the same high standards from the children.
- Staff should ensure they are working from a suitable area in school, or their home, when accessing virtual calls or meetings. For example, meetings should not take in a bedroom or bathroom.
- Staff should make sure there is no confidential information in view, such as personal documents that could be read from the screen or aspects that reveal the staff member's location or address. For example, be aware of any confidential documents that may be in view; make sure the room is well lit and ideally not a bedroom.
- Staff should ensure that all meetings are recorded for safety purposes. Permission/consent is explained to parents/carers beforehand. Parents and carers actively give permission by accessing the call.
- No other recording or capture of calls is permitted.
- Staff will remove any participants who are not adhering to the high standards of behaviour expected in the school's behaviour policy and this will be reported their line manager. Staff will be clear about the expectations of both pupil and staff behaviour and this will be explicitly stated at the start via the script.

**At the start of each meeting children should be reminded of the rules that apply to them.**

The staff member will decide how best to proceed if they witness or hear anything of concern; all details will be passed to the DSL.

Written by	Lee Pajak: Headteacher
Policy reference material, guidance or link policies	<ul style="list-style-type: none"> <li>- Safeguarding Policy</li> <li>- Teaching Standards</li> <li>- Safe Working Practice Guidance</li> <li>- Whistleblowing (confidential reporting) &amp; Code of Conduct Policy</li> <li>- Online Safety Policy</li> </ul>

	- Acceptable Use Policy
Reviewed by	Lisa Smith: Deputy Headteacher and DDSL Dan Cox: Computing Lead
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