



*For every child to reach their potential and live life in all its fullness (John 10:10)*

## **Policy:** Pupil Zoom Meetings Protocol

**Date Policy Written:** April 2020

**Renew Date:** April 2021

At Hindsford CE Primary School we would like to provide some opportunities for the children in each class to connect with each and their class teaching team. To do this we are using a product called Zoom to facilitate a short class meet up. We are very aware that many of our children have not seen each other and although we have had contact with every family via dojo and Facebook, this is not the same as seeing each other face to face. The aim of the video call is for the class teaching team to say hello to all the children and to have a short catch up face to face.

We will be using our school account for this, so you do not need to buy anything or create an account. When we make our video call, we will send you a message via dojo with the Meeting ID number and password. It will also have details of the date and time of the Zoom video call. We will give as much notice as possible to enable you and your child to join. We request that an adult is in the same room as your child during the 30-minute zoom video call.

On the day of the call please search zoom in your browser (Google Chrome, Safari, Firefox) and select join a meeting as indicated below, you do not need to login or make an account as this could over-ride any protocols that we have put in place to safeguard your child.

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Enter the Meeting ID you have been provided with and select join. You will then be prompted to enter the password and you will then enter the waiting room for the meeting until your teacher allows access.

Join a Meeting

Meeting ID or Personal Link Name

[Join](#)

When we make the video call please make sure the computer is in a suitable place, not in a bedroom or bathroom for example and the background is clear, showing just the wall perhaps. Please also ensure that your child is suitably dressed, not in pyjamas, dressing gowns, swimwear etc.

You may have read a lot about problems with video calling software. Zoom has improved its security settings recently. Our school account has settings that will limit problems with the following issues that you may have heard about:

- Zoom-bombing
- Risk of phishing
- Privacy concerns
- Recordings
- Private zoom meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

To protect you and your child further, please:

- Do not create or use an existing Zoom account for them, this will make sure that your child cannot change any of our settings.
- Make sure you join using only the codes provided in the secure dojo message.
- We will always make sure that there are two adults on the video call.
- Please ensure that an adult is within the same room as your child during the call.
- There should be no inappropriate content on any of our video calls. Please contact the school if you are concerned about any of the content of the video call.

If you would like any further information, please get in touch by contacting Mr Wigman on

[mwigman@hindsford.wigan.sch.uk](mailto:mwigman@hindsford.wigan.sch.uk)