

Barham Guidelines for Class Zoom Meetings for Parents

- At least 2 members of staff will be present for each zoom session
 - A zoom link with ID number and password will be sent ahead of each session (the ID code will be different each time)
 - Links will only be emailed to the parent/guardian - not to a pupil's account
 - Parents and guardians are responsible for supporting and supervising their child whilst online and must be present
 - Once you have clicked on the zoom link, entered the ID and password, you will be in the waiting room (unable to see or speak to anyone) until the teacher starts the session
 - Camera and microphones will be on (we need to be able to see all pupils)
 - All meetings will be recorded in accordance with Kent Safeguarding guidelines
 - Children are not permitted to capture images, or take still photography of anyone during a session
 - Usual standards of behaviour are expected for online interactions as in face to face sessions
 - Please be mindful of the background of your livestream and make sure this is appropriate
 - Children should be appropriately dressed for the Zoom session.
 - The 'mute' button will be used as required throughout the session by the host
 - Pupils are not allowed to share their screen, rename themselves or use the chat feature with each other during a session
 - Once a session has started the meeting will be 'locked' by the host teacher
 - No 1:1 zoom sessions will be held
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- *We will update you if any changes are required in terms of procedures to ensure all are safe and have a positive experience.*