

# **St. Joseph's Catholic Primary School Policy for Safeguarding in Videoconferencing**

## **Mission Statement**

**Our Mission is to live in the way Jesus wanted. He told us to:**

**“Love one another as I have loved you.”**

**St. Joseph's seeks to be a community in which we build the Kingdom. It is a welcoming, caring place, where Christ is central to everything we do. Every member of the community is valued and encouraged to reach their full potential. St. Joseph's is rooted in the Gospel values of love, tolerance, respect, justice, honesty, hope, forgiveness and stewardship.**

**This policy has been developed from Guidance on safeguarding whilst using videoconferencing platforms provided by the National Catholic Safeguarding Commission (NCSC) and the Catholic Safeguarding Advisory Service(CSAS) which can be accessed here  
<https://www.csas.uk.net/safeguarding-resources/>**

In what are unprecedented times, Covid-19 has presented many challenges to individuals and organisations. Whilst having to adjust to the situation, it is important that we continue to follow safeguarding procedures to ensure the safety and protection of all, but in particular those who are vulnerable or at risk. Everyone in school has a responsibility to safeguard and promote the wellbeing of children.

Online platforms and new technologies offer tremendous opportunities to reach, communicate and engage with children during times of self-isolation. The use of technology and social media platforms has the potential to transform the way in which we can communicate and continue with some forms of learning at this difficult time. Keeping everyone safe whilst using these platforms is essential.

All platforms that bring people together have the potential to present a risk to users, especially children, and adults at risk, or who are otherwise vulnerable. As users of these platforms, we have a responsibility to ensure that our communications are as secure and private as they can be.

School will use Zoom as its selected online platform. When using Zoom staff will:

- Ensure that they are aware of the settings that will maximise security and that they are confident and competent in using them. (use online training resources contained in this document)
- Always communicate via a school account. A generic email address or telephone number will be used, accessible to more than one person who can act as administrator. The benefits of this are that:
  - communications can be easily reviewed by SLT in the event of enquiries;

- the need for action on any matter can be easily shared and delegated;
  - communications can be picked up in the event of sickness or other absence;
  - all correspondence and data is stored securely in one place
- Never use personal social media accounts, phone numbers or email addresses to contact participants
  - Seek express permission for communicating directly with children and young people aged under 16 years via social media from parents/carers; see accompanying permission proforma
  - Not use communication via social media for any other reason other than the specific conferencing for which consent was obtained; For matters that are sensitive or private, online videoconferencing should not be used
  - Circulate information to parents and carers about the platform being used, including how to download the application and any key issues they need to be aware of
  - Provide clear information to parents and carers about the purpose of any online activity and the people participating
  - Parents and carers should be asked to ensure that participation takes place in a place visible to others within the household and not within bedrooms or other closed spaces.

### Setting up a meeting

When setting up a videoconference, school will:

- Set up a registration system to log the details of those who want to attend so that they can be sent a message, securely by email to parent/carer with a randomly generated link (not a personal meeting ID) and the password.
- Ensure that your joining instructions provide information on the 'rules of participation' which include:
  - a. when and how participants can speak/contribute;
  - b. how they should present themselves on screen (ie dressed appropriately, backgrounds);
  - c. how to interact with others
  - d. how and when participants can leave the meeting;
  - e. what to do in respect of rejoining if internet connections fail;
  - f. that communication must be respectful and individuals must take personal responsibility to ensure that their content is appropriate to those participating e.g. language, jokes, opinions

g. how to report anything of concern or anything that makes them feel uncomfortable

- Obtain in advance any agreement to audio or visual recording of the meeting from parents/carers must be informed of the purpose the recording will be used for and for how long it will be retained. If images are being captured, this must be in line with GDPR (2016)<sup>1</sup>;

### Conducting the meeting

When conducting a videoconference, school will:

- Set up a 'waiting room' so that the staff member/meeting host chooses when to admit people and can restrict entry to only those who are invited;
- Lock the meeting once it has started;
- Be positioned in front of an appropriate or neutral background;
- Remind participants of the agreed rules of participation;
- Mute attendees and ask them to hold their hand up if they want to speak so that you can unmute them;
- Keep sharing screens restricted to the host and limit chat to the host only to avoid separate conversations taking place during the session;
- Not use 'breakout rooms' but maintain a single, adult led group
- Never accept or open files, or reply to any instant messages or contacts, phone calls, video call or screen-sharing request from someone that you do not know or have not invited into the online meeting;
- Ensure any incident involving inappropriate behaviour is recorded and responded to in line with policies and procedures;
- When meetings close, the platform should be closed to all. Nobody, other than the meeting facilitators should be asked to remain on-line for a one-to-one conversation without others being present.

Staff online training resources for safe and secure use of Zoom for videoconferencing:

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<https://zoom.us/security>

[https://blog.zoom.us/zoom-for-education-top-10-frequently-asked-questions/?\\_ga=2.90424986.1825533648.1602014739-657996981.1598558082](https://blog.zoom.us/zoom-for-education-top-10-frequently-asked-questions/?_ga=2.90424986.1825533648.1602014739-657996981.1598558082)

<https://blog.zoom.us/zoom-product-updates-new-security-toolbar-icon-for-hosts-meeting-id-hidden/>