The Trent-Rylands Federation

Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School

Zoom Meeting Instructions and Protocol

In the event of a group of children within a class or a whole class needing to self-isolate your child will need to be able to access Zoom Meetings.

Links to the Zoom Meeting will be sent to the parents' email address they have given to school.

This video explains how to access a Zoom Meeting.

https://www.youtube.com/watch?v=hIkCmbvAHQQ

The following safeguarding measures must be followed to ensure the meeting is safe for everyone.

- Only children who have been invited to the meeting will have the link to join the meeting .
- The teacher will invite children to join the group from a waiting room so that we can ensure that the group is closed.
- It is for group use only, no 1:1 meetings.
- Staff Zoom usernames should be their forename and surname.
- Children's Zoom usernames should be their first name and initial so the member of staff knows who is attending/in the waiting room
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Staff and children should not eat or drink during Zoom meetings.
- Children should have gone to the toilet before the meeting.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background. Zoom backgrounds should not be used.
- Language and behaviour must be professional and appropriate, including any family members in the background. This includes appearing the 'right way up' on screen.
- Videos will be muted so that everyone gets a chance to talk and to listen.
- A parent or carer must be in the room for the whole meeting but should not join in with the meeting. They should make themselves visible at the start of the meeting.
- Children will be invited to the meeting by their teacher or teaching assistant via a school email address.
- To join the zoom meeting follow the link sent on the email.
- Staff will ensure their account has the following settings enabled. This is best accessed by logging into your Zoom account via a web browser rather than the app:-
    o Require a password when scheduling new meetings - on
    o Embed password in invite link for one-click join - on
    o Private chat - off
    o File transfer - off
    o Screen sharing – on
    o Who can share – host only