

Protocols for Zoom

Dear families,

As you know some of our year teams have been trialling Zoom to run year team assemblies and story time sessions. We wanted to provide some 'live' opportunities for children to see each other and their teachers. These have been very well attended, and, we hope, beneficial to all concerned. Having spoken to the teachers I can say that they have really enjoyed seeing their classes as they miss them so much. I just wanted to get in touch to address some of the concerns that have been raised about Zoom and set out how we plan to make these sessions happy, healthy and safe for all participants.

Zoom in the news

Zoom has swiftly become the go-to video conferencing platform during lockdown. High levels of reliability and functionality have certainly contributed to this. That said, the media has carried stories of issues over security which concerns some. In the light of these concerns we have explored other platforms, but at this point, it is our view that Zoom represents the best option available to meet our needs. We believe that as long as staff and families ensure that no personal information is disclosed during calls and that meeting IDs and passwords are **NEVER SHARED** with those outside the class then all reasonable measures have been taken. In addition, the host teacher has the right to refuse entry onto the call to anyone that is not recognised, and also has the ability to remove anyone whose behaviour breaches our school values. Our experiences so far have been very positive. Please help us ensure that they continue to be so by following the protocols set out below.

Families will:

- ensure that children are appropriately and fully dressed
- make sure that wherever possible Zoom calls take place in a communal space rather than a bedroom.
- feel able to join the conversation if they wish (parents and siblings)
- be honest, kind and respectful at all times
- make sure that wherever possible the child is identified by their name (ideally first name and surname first initial i.e. Peter H)
- not disclose **any** personal information about themselves or anyone else
- not share the meeting link, ID or password with anyone. It is for personal use only

Staff will:

- send out an invite via Seesaw a couple of days in advance
- mute all children from the start and then remove this feature so children can speak and be heard
- check the identity of all those trying to join the meeting and will challenge anyone they don't recognise or cannot positively identify. If they participant cannot be identified the they will not be admitted
- set out clear expectations at the start of each meeting
- allow all children to participate

If you have any further questions, then please get in touch via office@wensum.norfolk.sch.uk

Kind regards,

Peter Hubery