



MARAZION SCHOOL Protocol for Virtual Sessions **UPDATED**

Communication channel

The preferred platforms for virtual sessions are Microsoft Teams / Zoom. All virtual sessions have a waiting room in order to restrict attendance to only those invited.

Invites

All invites for virtual sessions are sent out to parents by email. Invite links must not be shared and only used by parents/carers of a child/children at Marazion School.

Best practices

- The host for all virtual sessions must be a member of staff
- Staff are following usual safeguarding and behaviour policy and procedures and must end the meeting if there is a concern about welfare; wellbeing and/or behaviour
- Chat must be disabled
- Devices should have a name that is recognisable to Marazion School. Devices with names that are not recognised will not be able to join the session
- A member of staff (teacher; teaching assistant; headteacher; assistant headteacher) must be present in every live session
- Staff hosting virtual one to one/group sessions when working from home must have another member of staff joining the live session with them
- Children/parents must mute when they enter the virtual session and have their video on – you can sit to the side of the screen if you want to. You are also able to blur/use a 'virtual background' for the meeting
- Children will be asked to unmute by a member of staff so that discussion /input is effective and efficient
- Children/parents must raise their hand if they wish to speak
- Zoom/Teams sessions must not be recorded
- Staff must make sure that all children in group sessions are included, respected and valued in the conversation

Before a meeting

- Virtual sessions take place at familiar times within the usual Marazion School day/week

- Staff, governors, parents and children have practised using the technology and know to contact Edna Smith, Business Manager, if they require any further support
- Staff/children/parents must be in an environment that supports effective learning and working – thinking carefully of what is in the background and making sure that they are going online from a suitable room in the house

During the meeting

- The session must open with a welcome and further details of the timings, purpose and structure of the session
- Sessions must remain focussed to the format of the session
- Communication between staff/children/adults must be explained and agreed by all
- To avoid distracting noise or unintended feedback, microphones must be kept on mute when not contributing
- Staff/children/parents must wear appropriate clothing
- Staff/children must be online from a suitable room in the house
- Ensure your background does not contain anything you would prefer others not to see, for example photographs
- If staff are working from home they must 'blur' the background or use a 'virtual background'
- Staff must summarise the outcomes of the session at the end as well as any next steps

After the meeting

- Children may be able to unmute to have a chat and say goodbye – this must be supervised by a member of staff
- The meeting must be ended by the host – ending the meeting for all.