



Benington C of E Primary School

Our Policy in keeping safe on Zoom

Written	Reviewed	Next Review Date	Author	Adopted by Governors	Sub-Policies
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Keeping Everyone safe on Zoom

Zoom is a great platform for students participating online. Pupils do **not** need to create an account on Zoom. Instead, they will be given a participating hyperlink from school via Parentmail. Pupils can access our meetings by 'signing in' via Zoom using the meeting ID and password. These will be communicated privately via Parentmail and not stored openly on our school's website.

Staff will safeguard pupils through:

- Using the waiting room facility in order to only admit recognised devices
- Ensuring the host is in control of who can control the screen, save the video/chat content
- Learning how to mute and unmute all participants, including video screens
- Being conscious of background environments and others in the room
- Reminding users about respecting others and using the chat box appropriately

Pupils will:

- Switch the settings to have microphones off when joining the meeting
- Mute themselves when asked
- Ensure their device is named appropriately
- Be conscious of background environments and others in the room
- Use the chat box appropriately
- Dress and talk appropriately!
- Not share codes with anyone outside the school

Parents Will:

- Ensure their child follows the rules
- Be present while Zoom is taking place