



SOMERFORD PRIMARY SCHOOL

VIDEO GROUP CONTACT WITH CHILDREN

Location / Site	
SOMERFORD PRIMARY SCHOOL	
Activity / Procedure	
ZOOM MEETING WITH CLASS	
Assessment date	
12/06/2020	

<u>Identify hazard</u>	
Lack of supervision on the internet by parents	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Parents ask to make themselves known to the host and asked to stay next to child for the meeting. 2. Meeting has password to log on and waiting room enabled 	

<u>Identify hazard</u>	
Members of the public attending – non invited guests	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Parents asked to change the name of the attendees to the child's name when joining the meeting using 3 dots in top right corner of screen 2. Waiting room used – one attendee is accepted at a time. Parent and child must be present when in waiting room and teacher verifies the child is the child we are expecting 3. The meeting ID and PASSWORD is sent via Marvellous Me to the parent 24 hours before the meeting to limit time to share details 4. The meeting is closed 5 mins after the start time of the meeting 5. Meeting will be ended immediately by teacher if an unexpected guest is seen 	



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Identify hazard	
Parents not being aware of the risks of using Zoom	
Control measures	
<ol style="list-style-type: none">1. Send parental internet guide specifically concerning Zoom https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works2. Set out clear expectations for parents concerning their role in keeping the children safe3. Parents asked to ensure children are dressed appropriately.4. Parents told to ensure meeting is taking place in public space i.e. the living room / dining room – not child’s bedroom5. Set of guidelines shared with parents in advance of the meeting6. The meeting will be recorded and parents and children will be informed of this at the start	
Identify hazard	
Children acting inappropriately whilst on Zoom call	
Control measures	
<ol style="list-style-type: none">1. HT / DSL present on all class Zoom calls – in safeguarding role and they host the meeting. Their camera will be turned off and the teacher will ‘lead’ the meeting with the children2. Children can be muted by the host3. HT will remove any child from the meeting if the child acts inappropriately or return them to the waiting room for 5 minutes4. Parents requested to remove child from the meeting – LEAVE MEETING if child behaves inappropriately5. Guidelines sent home for children and parents in advance of the meeting detailing the expectations6. The meeting will be recorded and parents and children will be informed of this at the start	
Identify hazard	
Parents making judgement about each other’s homes	
Control measures	
<ol style="list-style-type: none">1. Parents suggested to ensure nothing in the background they do not want others to see – blank wall via the guidelines sent in advance2. Parents asked not to share any photographs taken of the Zoom screen on social media	



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Identify hazard	
Illegal or inappropriate content in the houses of the children	
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. HT is the host of every meeting and will remove any family from the meeting if this is necessary 2. Check will be made when accepting children into the meeting and message sent to parent via chat box if necessary. 	

Name of assessor	Signature of assessor	Date
Helen Frampton	<i>Helen Frampton</i>	12/06/2020

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
John Stevens Chair of Governors		



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ZOOM CLASS MEETING INSTRUCTIONS AND REQUIREMENTS FOR PARENTS

- **Read the following safety guide for parents concerning ZOOM**
<https://www.saferinternet.org.uk/blog/what-%E2%80%A6-zoom-guide-parents-and-carers#How%20Zoom%20works>
- Set up Zoom on your device and if using the APP ensure it has been recently updated. (pls see info at end of document for more info re the APP)
<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>
- Test with friends and family before using with school
- Receive the meeting details of class ZOOM meeting via Marvellous Me 24 hours before the meeting
- Join meeting <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
- Change attendees name to your child's name – we know it is you then in the waiting room. Ensure you are present for the whole meeting, in the same room and we will check this when your child is invited to the meeting from the WAITING ROOM
- Change the background if you can or make sure there is a blank background, or anything behind your child you are happy for all other parents to see.
<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>
- Ensure your child is clothed appropriately – as they would be for a non-uniform day here in school 😊
- Explain to your child they will be in a waiting room at first. This might take a while as each person has to be invited in one at a time and we have to check they are who they say they are. Ensure you child is present when invited from the Waiting Room and video is switched on – we will be using old style FACE RECOGNITION! 😊
- Please ensure you have logged on 5 minutes before the scheduled time and entered the waiting room as the meeting will be closed 5 minutes after the scheduled time and no one can enter the meeting or the waiting room once the meeting is closed.
- Ensure you know how to leave the meeting so you can leave the meeting if your child starts to behave inappropriately or someone enters the shot who is not dressed appropriately or is behaving inappropriately.
- Explain that anyone who is behaving inappropriately will be sent out of the meeting, without any warnings.
- Explain to your child the school will be in charge of the sound for everyone and will unmute you when it is your turn to talk. They will not need to unmute themselves and they should not. Most of the time everyone but the classteacher or one person at a time will be muted.