Shap CE School Homelearning Safe Online Meetings: Parent, Staff and Child Agreement

These are a series of expectations, adapted from our behaviour policy, which are specific to Zoom or TEAMS meetings between staff and children, supervised by school staff. The commitment of staff, pupils and parents/carers is vital in developing a positive whole school ethos. The expectations of staff, pupils and parents/carers are outlined below and accurately reflect the Church of England and Shap CE School's vision and values.

What Pupils, Parents Can Expect from Staff

Pupils should expect staff in any Zoom or TEAMS meeting to:

- plan for an effective 'social meeting', sharing expectations with children and families beforehand;
- have an appropriate working space to deliver meetings from;
- arrive to Zoom or TEAMS meeting in plenty of time to support families with accessing the meeting;
- create an environment where children feel comfortable;
- dress appropriately;
- be approachable and listen to you at appropriate times and encourage all pupils to contribute;
- set high expectations, clear boundaries and regularly agree positive virtual classroom and behaviour expectations, and model the behaviours you wish to see.
- eliminate or control on-line risks which may cause you harm and ensure the correct security settings are in place for the lessons;
- deliver E-safety and safeguarding reminders at the start of each session (and, if necessary, throughout the lesson);

What Staff Can Expect from Pupils

Staff should expect pupils to:

- prepare for the meeting as school staff have requested e.g. have answers prepared for their questions, or objects or work ready to show;
- dress in an appropriate way;
- find a space with a good background, where you can listen quietly but are still close to your supporting adult, make sure that no one else can be heard unless it's your supporting adult trying to assist;
- arrive at the meetings on time, making sure that your name will accompany your zoom picture;
- speak and "chat" in an appropriate way-to the same expectations as school, at a time that is appropriate;
- listen to others and value their contributions;
- use ICT in accordance with school On-line E-Safety Policy and procedures;
- do not take photographs or videos of any of the online sessions;

What Staff Can Expect from Parents/Carers

Staff should expect parents / carers to:

- contact school staff for any 'technical support' that may be required, well in advance (e.g. previous day) of the Zoom or TEAMS meeting;
- help their child prepare for the meeting, to enable their child to fulfil expectations set by school staff in advance;
- ensure that their child arrives to the meeting on time, ensuring a suitable background, preferably blurred, and setting their child's name on their Zoom or TEAMS picture;
- ensure that their child is dressed appropriately for the meeting;
- support the school's policies, strategies and guidelines for behaviour online;
- ensure that you supervise the children throughout the whole meeting, but do not take photographs or videos of any of the online sessions;
- behave responsibly whilst on-line, and ensure that no other members of the household are in sight or can be heard during the sessions;
- support the school's approach to on-line safety which includes not uploading or posting to the internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute;
- treat all staff with respect;
- treat other parents/carers, and children with respect;
- report any incidents of bullying including cyber bullying as soon as they are discovered so that the issue can be dealt with promptly by school staff;

This will be used in conjunction with E-safety policy within our child protection and health and safety policies, and our behaviour policy to ensure the children and staff are protected at all times. It will also ensure we are able to provide a safe on-line learning experience where every child is valued and provided with an opportunity to interact with their teacher and their peers in a fun and engaging way.

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