

# Video Meeting and Conferencing

## Best Practice

Guidance to ensure safety of learners and staff



### Do:

- Agree in advance with parents/carers that any 1:1 on line activity with under 18s or vulnerable adults can take place. This must then take place **only** at the days / times agreed with parents.
- Ensure that parents/carers are present in house at the time of the meeting.
- Agree protocols with parents/carers about expectations for learners including appropriate location and dress etc.
- **If at any time you feel uncomfortable during a 1:1 call, with something done or said, you should end the call as soon as possible and report any concerns to your line manager and/or safeguarding advisor.** Examples may include: student inappropriately dressed or in an inappropriate location (e.g. bedroom).
- Ensure your safeguarding training is up to date and apply good safeguarding practice as you would in a face-to-face situation. This includes reporting any concerns.
- Treat this as you would a face to face meeting with a student, colleague or other adult:
  - Be punctual and courteous.
  - Use professional and appropriate language.
  - Turn your phone to silent.
- Conduct video calls to learners or colleagues from a desk or other appropriate location. If you do work from your bedroom, you **MUST** blur your background.
- Test your audio and/or video before a scheduled call, then use the same hardware on the call.
- You may want to record any live classes so that if any issues were to arise, the video can be reviewed. **HOWEVER**, check your organisation's privacy and GDPR policies first.
- If you are recording you must inform all participants that the session is being recorded and that this is to safeguard both parties and wouldn't routinely be shared.
- Live classes should be kept to a reasonable length of time, online interaction is often more fatiguing than face-to-face.
- Look at your screen, pay attention to others and when speaking make sure to look at your camera. If you use two monitors make sure the conference software is on the screen with the camera above it.
- Check what you can see when you first log in as this is what others will see.
- Mute your microphone when not needing to talk to avoid any background noise.

### DO NOT:

- Conduct a video call if it would be improper for a face-to-face meeting.
- Multi-task, your audience will be aware.
- Shout, the other participants will tell you if they cannot hear.
- Click your pen, tap on your desk or anything else annoying or distracting.
- Eat or drink, other than water / tea / coffee
- Leave multiple applications open during the call as it may affect the quality. You may also end up accidentally sharing something confidential.
- Wear stripes or heavy patterns creating pixilation of images.

### Useful further guidance

<https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home>

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>