

Brynnau Primary School

Ysgol Gynradd Brynnau



POLICY: Video Conferencing and Online Streaming Protocol 2023 - 2025

'Helping each other to succeed'
'Helpu ein gilydd i lwyddo'

Video Conferencing and Online Streaming Protocol

Date	Review Date
October 2023	October 2025

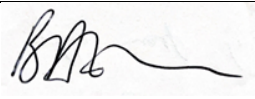

As Practitioners we agree to:

- discuss roles and responsibilities with learners at the outset of all lessons/sessions
- Ensure learner microphones are muted and video function is off.
- always be the last person to leave the meeting. This to ensure online safety of learners.
- notify the senior management team, learners and parents/carers of any scheduled lessons/sessions, cancelled lessons/sessions or changes in arrangements (Via Teams or email)
- keep up-to-date with all relevant policies and procedures, including online safety, safeguarding and data protection policies (Brynnau Teams Digital Learning Policies Folder)
- ensure the location is appropriate and use the 'background' setting as agreed.
- prevent a one-to-one situation at the end of an online class by disconnecting all participants at the close of the lesson/session.
- Mute and ultimately remove any learner who is behaving inappropriately.
- dress appropriately for all lessons/sessions, thinking about respect for others

Learners agree to:

- I will be punctual for all online lessons/sessions
- I will access the relevant files for each lesson/session in advance and have the materials to hand
- I will make sure I have my device ready before the lesson/session begins and am logged into the lesson/session
- I will show respect for everyone in the online classroom
- I will mute my microphone. I will use the hands up symbol for permission to speak
- I will dress appropriately for all lessons/sessions, thinking about respect for others
- I will ensure the location I log in from is appropriate and use the 'background' setting as agreed with my teacher.
- I will contribute to the lesson/session positively and not be disruptive at any time
- I will not share any images of the session or lesson.

<https://hwb.gov.wales/zones/keeping-safe-online/live-streaming-and-video-conferencing-safeguarding-principles-and-practice>

Headteacher:		Date:	October 2023
Chair of Governors		Date:	October 2023