



Zoom Live Conferencing Sessions - Staff Protocol

Introduction

Online live sessions via Zoom will provide staff and students at Latifa School with the next best alternative to in-person learning.

It is **optional** for staff to use Zoom to support with lesson delivery. It should only be used where the teacher feels it will enhance practice and where it fits the purpose of the task in hand. Duration and frequency of Zoom lessons will be content and age-appropriate and will depend on teacher confidence in using the technology.

If staff do wish to use Zoom for lessons, it is important that this is at their own pace. All staff have had the opportunity to be a participant in a Zoom meeting. However, the controls are quite different when hosting. It is important that these can be navigated with confidence and that all basic functions have been practised prior to going live with the students. There is some mandatory training staff will need to fulfil and a Google form to sign to indicate that this training has been completed.

Initially, Zoom lessons will be audio only for both staff and students. Once we have received responses back from parents we will decide whether to move to video-enabled sessions, where parental permission has been given. Student cameras must not be used until you receive instructions from FLT. Pre-recorded video clips of staff can continue, if you are currently using this, but please do not enable your video for live lessons, until the leadership team have authorised this.

We anticipate that lessons will be a mixture of asynchronous and synchronous delivery. If you would prefer not to engage in live communication with students, but would still like to communicate instructions through an audio or video clip of yourself, you are free to do so. If this is something you are not currently doing but would like training on, please communicate this to your line manager who will follow this up with the leadership team.

Please read the following guidelines carefully, these are for the protection of you and the students.

Online safety

Teachers must create a safe environment for themselves and our students when engaging in live online sessions. The following guidelines are to protect both staff and students.

- ✓ **Initially, all Zoom lessons will be audio only for both staff and students. Staff should not use the live video function for themselves or students until permission is issued from the leadership team.**
- ✓ A Google form will be sent out to parents for their consent for online face-to-face sessions. Once the leadership team have received permission and feedback from parents, a decision will be taken on video use and you will be notified.
- ✓ Whether or not consent has been given for student video, all students must attend and engage fully with the live session through audio and chat.
- ✓ Teachers should familiarise themselves with the functions of Zoom, including the privacy and mute settings (please see Zoom 'In meeting security and control' section below). This training is mandatory and should take no longer than 45 minutes in total.
- ✓ All live sessions will take place in school lesson times. Online live sessions must be hosted and supervised by the class teacher at all times. Students should not host meetings at any point. Send the link to join the meeting through the stream on your Google Classroom/Seesaw, ideally well in advance of the lesson.
- ✓ All meetings should be set up with a password to prevent unauthorised access.

- ✓ It is against Zoom policy for persons under the age of 18 to create a Zoom account. We cannot stop students creating an account outside of school but, as noted above, a student **must not be the host** for a Zoom lesson or be added as a host or co-host during the lesson.
- ✓ Teachers should consider and be sensitive to the needs of individual students who may be affected by certain topics or issues that may arise during live sessions.
- ✓ When a live session is finished, teachers should ensure that all students have left the session and close the meeting once complete.
- ✓ If video sessions are launched and students have parental permissions, please respect students' right to mute their video function if they choose. Students are though still expected to engage fully in the live session and respond to questions via audio or chat messages.
- ✓ Learning Assistants should not be meeting hosts (Primary)

Essential Rules for all teachers

- ✓ The first online, live learning session with students must be the protocols and parameters of Zoom sessions, even if students have already covered this with another teacher. We will provide you with a document that contains all instructions/rules for students. Please read through this with students before beginning your first lesson.
- ✓ The first few minutes of subsequent live sessions should include a brief reminder of the expectations, rules and regulations, which keep students and teachers safe online.
- ✓ When required to attend live Zoom sessions, teachers should give adequate notice in advance on their Google Classroom stream/ Seesaw.
- ✓ Zoom audio lessons should be recorded.
- ✓ Ensure when hosting a session that you are in an environment that is quiet and free from distractions.
- ✓ Teachers should follow the school's regular behaviour policy and record instances of poor behaviour on daybook. Use a stepped approach for warnings and privately message students through the chat function to let them know they are on a light green card, yellow card etc. (Golden Sunshine Chart in Primary). If they get to a red card offence, (on the Cloud in Primary) you have the option of removing them from the meeting.
- ✓ On entry to the meeting room, all participants' audio should be muted. This will support management of student behaviour. Should a student wish to speak/ask or answer a question, they can press 'raise hand'. On your screen, this will appear as a small hand next to their name. You can choose to unmute students on an individual basis to allow their contributions.
- ✓ Teachers should report any safeguarding concerns resulting from online sessions to the Senior Child Protection Officer (JEB- Secondary, BBH- Primary), in line with the whole school Child Protection and Safeguarding Policy.
- ✓ Teachers should adapt the online learning for students on the SWAN register.
- ✓ Once staff video use is authorised, ensure you are in professional dress if using your camera. Also, be very mindful of what is in the background and what your students can see. It would be a good idea to conduct your Zoom meetings/lessons from an area in your home, which has been set up as a workstation and is free from distractions or non-Latifa appropriate items. Zoom has a feature which allows you to set a virtual background.

Head of Department/ Subject Leader

- ✓ Should have joined all Google/Seesaw Classrooms within their subject so that they can support colleagues within their department and should sample their Zoom lessons by joining the meeting room on occasion.
- ✓ Should regularly check in with their colleagues to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
- ✓ Should provide support to colleagues in their teams to ensure that work is provided as required.

Head of Year/Phase Leader

- ✓ Could deliver assemblies/year group meetings via Zoom with positive messages and good news stories.
- ✓ Should have joined all Google/Seesaw Classrooms within their phase so that they can support colleagues within their department (Phase Leader)
- ✓ Should oversee student engagement with online learning, intervening and escalating where appropriate.
- ✓ Should proactively liaise with students/leadership team/parents if there are issues with online learning.
- ✓ Should work closely with students of concern in multiple subjects, provide the personal touch and closely oversee that they are completing their work.

Form Tutors- Secondary

- ✓ Use DLC and PSE time to connect with students and check on their wellbeing. This could be through Zoom.
- ✓ Check Daybook in the normal manner and contact students through Google Classroom or Zoom accordingly.

Inclusion Department

- ✓ Should connect with students on the SWAN register in the first week and every second week thereafter to check how they are coping with online learning.

Learning Assistants- Primary

- ✓ Should *participate* via Zoom as directed by their class teacher
- ✓ Should not host Zoom meetings or be in a Zoom meeting without the presence of a teacher

Mandatory Staff Training- Zoom In-Meeting Security and Controls

Stages for Training:

1. Staff will be provided with the basic training, which they must complete before using Zoom with students.
This will be shared in a set of Google slides with embedded tutorial videos.
2. To embed the learning, staff should practise hosting a lesson with other staff members. This would work best in small groups.
3. Once the training is complete and a staff member feels confident that they have practised sufficiently, they should complete the Google Form to indicate that they have completed the training and are ready to go live with Zoom lessons for students. **No live Zoom lessons are to take place before Thursday 2nd April.**
4. Further training will be provided for staff wishing to learn more about the advanced features.

Zoom - Level 1 Basic Training Module (approx. 45 minutes in total):

- ✓ Account Settings
- ✓ Scheduling a meeting
- ✓ Managing participants
- ✓ Meeting controls
- ✓ In-Meeting Chat
- ✓ Virtual backgrounds

Safety: A summary

The security and safety of your Zoom meetings will be dependent on your account settings. The settings shown in the basic training are mandatory. All meetings must:

- ✓ Be **HOSTED** by the **TEACHER**
- ✓ Be **PASSWORD** protected
- ✓ Use the **WAITING ROOM** feature
- ✓ Be **AUDIO ONLY**, for staff and students, until further notice.
- ✓ Begin with audio and video set to **MUTE** for all participants
- ✓ Be **LOCKED** once all students are present
- ✓ Have **PRIVATE CHAT** tuned off (group chat can be used but not privately between students)
- ✓ Have **SCREEN SHARING** turned off (you can permit individual students to do this during the session if you wish to)