



The Trent-Rylands Federation

Trent Vale Infant and Nursery School *and* Beeston Rylands Junior School



Zoom Meeting Instructions and Protocol

In the event of a group of children within a class or a whole class needing to self-isolate your child will need to be able to access Zoom Meetings.

Links to the Zoom Meeting will be sent to the parents' email address they have given to school.

This video explains how to access a Zoom Meeting.

<https://www.youtube.com/watch?v=hIkCmbvAHQQ>

The following safeguarding measures must be followed to ensure the meeting is safe for everyone.

- Only children who have been invited to the meeting will have the link to join the meeting .
- The teacher will invite children to join the group from a waiting room so that we can ensure that the group is closed.
- It is predominately for group use only but 1:1 meetings can be undertaken provided another adult is visible on screen either at school or at home.
- Staff Zoom usernames should be their forename and surname.
- Children's Zoom usernames should be their first name and initial so the member of staff knows who is attending/in the waiting room
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Staff and children should not eat or drink during Zoom meetings.
- Children should have gone to the toilet before the meeting.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background. Zoom backgrounds should not be used.
- Language and behaviour must be professional and appropriate, including any family members in the background. This includes appearing the 'right way up' on screen.
- Videos will be muted so that everyone gets a chance to talk and to listen.
- A parent or carer must be in the house for the whole meeting but should only join in with the meeting if their child requires the support to access the meeting. Parents should make themselves visible on screen during some of the meetings.
- Children will be invited to the meeting by their teacher or teaching assistant via a school email address.
- To join the zoom meeting follow the link sent on the email.
- No photographs are to be taken of the zoom meeting.
- If there is an emergency e.g. fire alarm and the host member of staff has to leave please ensure your child leaves the meeting.



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- Staff will ensure their account has the following settings enabled. This is best accessed by logging into your Zoom account via a web browser rather than the app:-
 - Require a password when scheduling new meetings - on
 - Embed password in invite link for one-click join - on
 - Private chat - off
 - File transfer - off
 - Screen sharing – on
 - Who can share – host only
 - Auto saving chats – on
 - Auto saving of shared screens with annotations – on
 - Allow saving of whiteboard content – on
 - Auto save whiteboard content when sharing – on (PDF)
 - Allow use of virtual background – off
 - Show a 'Join from your browser' link – on
 - Email when attendees join meeting before host – off
- Settings in the app that staff might wish to use:-
 - Allow participants to join anytime – only use for adult only meetings
 - Mute participants on entry – useful for assemblies
 - Automatically record meeting – inform participants that this is happening
- If staff leave the meeting due to an emergency or internet problems they will go back to end the meeting as soon as they can/it is safe to do so.