



Video Conferencing at Cameley Primary School

Parental Information

- ✓ Zoom will only be used for delivering well-being check-ins with prior agreement and not for any other contact. If concerns are raised during the session, we will follow this up with a telephone conversation which does not involve the child
- ✓ All Zoom calls will be set up by a member of Cameley Primary School and an invitation sent out to the family ahead of the session
- ✓ If work is being carried out with other professionals during the session, the member of school staff will agree this with the parents prior to the video invitations being sent
- ✓ Parents must set up the laptop with a neutral background and be aware of what can be seen in the wider frame. Ensure that the camera is straight ahead and focussed on head and shoulders and that you are set up in an appropriate area of the house e.g. not a bedroom
- ✓ In the unlikely situation where the video conferencing session is interrupted by other family members living with either the family or staff, the call will be ended immediately. In this case the staff member will end the call by hanging up and resume a session at the next agreed date
- ✓ Children and parents must be dressed appropriately, as you would for a face-to-face session
- ✓ Children and adults must use appropriate language, as you would for a face-to-face session
- ✓ All sessions will be attended by a second staff member who will act as a ratio for the duration of the session - they will also be invited to the meeting (as is the case in face to face sessions).
- ✓ Parents must remain in the room during the whole session to support - Zoom has an age restriction of 16+
- ✓ The video will automatically record and be saved in your child's individual file
- ✓ Screen sharing and virtual backgrounds will be restricted by the school
- ✓

These guidelines have been written to protect everyone using video conferencing within a school setting, by attending your first Zoom sessions you are agreeing to follow all of the above guidelines.

If you would like more information about Zoom please go to:

<https://www.net-aware.org.uk/networks/zoom/> If parents have any concerns, we would encourage you to communicate with school through email.



website: www.cameleyprimaryschool.org.uk

tel: 01761 452644

Meadway, Temple Cloud, Bristol BS39 5BD

email: office@cameleyprimary.org.uk

Chief Executive Officer: Mr David Gregory BSc Hons, MEd,

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