



Meetings online protocol

As an increasing number of activities take place online throughout the COVID pandemic, we are keen to create a safe space for children and staff to meet and maintain some form of face to face contact in a 'live' arena. E-safety is our number one priority in just the same way that we put safety first when they are in school.

When meeting online, school, children and parents will;

Only use Zoom or Google Meet, hosted by a member of school staff

- i. If a Zoom meeting, there will be a meeting code AND a password, circulated to only those due to attend via Google Classroom.
- ii. If a Google Meet, there will only be a code and the meeting can only be hosted from and with the email addresses ending @stockbridgeschool.co.uk as this is a secure, ring fenced network with access only for families with children in the school.

At least 2 members of school staff will be present for the duration of the meeting or assembly.

Children will not be expected to set up a Zoom account.

At least 1 parent should be in the room for the duration of the assembly or meeting. This is of utmost importance for the safety of children and staff.

No recordings or screen shots will be made of the meeting.

All adults and children are asked to be mindful of their clothes and backgrounds. Staff should never take part in the meeting from their bedrooms and should be mindful of what personal belongings are in the background of a meeting.

The chat function will be disabled and all conversation will be held via the video and audio functionality.

Class assemblies will be held at different times and days of the week to give children opportunities to join in future weeks if they are unable to join this week.