



Guide to Zoom Pupil Conferencing

We are very much looking forward to the Pupil Conferences that are going to happen during this lockdown period. To be able to see the children, their work and have the opportunity to talk to parents will be invaluable as we endeavour to create a strong home learning experience.

For the safeguarding of children, parents/carers and staff, we would like to give you this guide to using Zoom for the pupil conferences. These have been written using knowledge of safeguarding requirements, guidance from Zoom and applying general online safety principles.

- On entering the waiting room for the Zoom meeting, please ensure that your sound is muted and your video is off. Once the teacher invites you into the meeting, sound can be unmuted and the video switched on.
- Children must be supervised by an adult during the Zoom conference for its entirety. If a child enters the meeting alone or is left unsupervised, the teacher will politely end the call and contact the parent via email.
- Zoom meetings must take place in a suitable room within the house; please do not use bedrooms or bathrooms.
- Use a space within the house that is relatively quiet and will provide the least amount of distraction.
- Be presentable when attending the meeting. Please ensure that no participant is in pyjamas or unsuitable clothing.
- Backgrounds need to be neutral and enable the teacher to see you clearly. Please do not sit in front of bright light or use a background that would be distracting.
- Be on time for the scheduled meeting. Teachers will be running to an arranged schedule so, if you are late, it will impact other meetings. Bear in mind that teachers may be working around parents' working hours so this rule is also showing respect to other parents.
- Have everything ready for the Zoom meeting! Any learning that needs to be shown and any questions that you may have need to be ready to avoid unnecessary delays.
- If, for any reason, the meeting is missed entirely, the teacher will contact you via email to arrange another date and time.
- Meetings must not be recorded under any circumstances. Teachers will make notes (parents are welcome to as well) as a record of the meeting.
- All participants should be respectful of each other. The rules that apply when speaking to children and adults in school apply on Zoom. If any abusive or disrespectful behaviour or language is shown, the teacher reserves the right to end the call.
- If any safeguarding or child protection concerns become apparent during the meeting, the teacher is under a statutory obligation to report these to the DSL who will follow the usual safeguarding procedures.

These rules are implemented to ensure the safeguarding of all participants; please respect them. We look forward to using this extremely useful platform to be able to stay in contact and thank you, as always, for your support.

General Safeguarding Concerns

If, at any point during this lockdown period, you have safeguarding concerns regarding your own or someone else's children, please refer to the Safeguarding Policy of the school which can be found at <https://www.st-james-coldwaltham.w-sussex.sch.uk/Parents/Policies/>

Alternatively, you can contact your school's DSL directly; for St. James', the DSL is Mrs Lizzie Martin and she can be contacted via email at hos@coldwalthamschool.com The email is checked daily so your concern will be addressed as soon as is able.

If you believe that there is an immediate danger to the children involved, please phone the police on 999. You can also make a direct referral to MASH at West Sussex by phone on 01403 229900 or <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/>