

January 2021

Dear Parent / Carer,

Live Zoom meetings safeguarding expectations

We are planning our first live zoom sessions. Please see below, our safeguarding procedures and expectations of behavior for these sessions. Please share these with your child prior to the first zoom meeting and talk to them about whether you would like them to have cameras on or off. The recording of the zoom session will begin as soon as the session opens. You are welcome to be in the background during the session but please do not interrupt.

Expectations of behavior for students will follow the STAR values as always:

Desire to learn, learn to achieve

- **Smart** – dress appropriately so that if you choose to use the camera function you do not feel embarrassed – your class mates and teachers will be able to see you.
- **Tolerant** – be patient, respectful and listen carefully to your teacher and peers
- **Ambitious** - be ready to do your very best and answer questions that your teacher asks
- **Resilient** – If something goes wrong with the learning at home – keep trying, do not give up

During the session:

- Teachers may use the camera if they wish. If they are doing so, they will ensure that their surroundings are clear and that they blur the background using the blur feature. They will be dressed appropriately.
- Students may only use the camera function under the teacher's direction and only when needed for a particular activity. Students should blur their background when using the camera. If a student does not want to use the camera that will be respected and they will be allowed to use audio only.
- The fact that we are recording will be visible on the screen, but all students will be told that we are recording the session. Recording a session safeguards staff and children alike. It also enables us to share the lesson with students who could not attend.
- The children and adults will talk to each other as they would in a classroom
- The recording of live stream sessions should avoid inappropriate behaviour or comments from students. However, if behaviour is inappropriate, students will be told that a member of the leadership team will be contacting their parents and sharing with them the inappropriate behaviour. Please expect us to call!
- If a student continues to behave inappropriately, the teacher may remove them from the participation list and ensure that follow up communication is made with the student's parent according to Star Academy's protocol.
- The teacher will only leave a live lesson once all other students have left the session.
- Any safeguarding concerns will be followed up using the Academy safeguarding policy and procedures.

Reminder to children

Teachers will always remind children of the STAR values and expectations for behavior and the following will be said at the very start of all sessions:

'This is an online learning session. The lesson will be recorded by the teacher leading it for the purposes of:

- Enabling those unable to join to be able to access the content at a later date
- Ensuring that staff and students are safeguarded

The recording will be stored by the academy until the end of July 2021. By joining the lesson, you are giving your explicit consent to the recording of the session and the storage of the recording.'

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EMPLOYER RECOGNITION SCHEME

SILVER AWARD

Proudly supporting those who serve.



We are looking forward to trialing these sessions and hope that not only will they support the remote learning and take some pressure off parents but that they will also support the well-being of the children as they get to see and chat to their friends.

Yours sincerely

Mrs Wildman
Principal

