



Google Meet Protocols (January 2021)

It is important that you read this document thoroughly and share the pupil 'rules' with your child.

The purpose of Google Meet is:

- To have face to face contact with as many children as possible in the class
- To allow teachers to share learning overviews with children
- To check in to see how learning has been going during the week
- To show and share learning with the class and celebrate achievements during the week

Teachers may also use these opportunities to share stories, answer questions, lead debates and lead very short teaching sessions e.g. phonics, or to explain some tasks in more detail.

The 'rules' below will need to be followed. These 'rules' are to safeguard everybody during the sessions and we take our safeguarding responsibilities seriously. The session will be recorded for safeguarding purposes.

If you allow your child to join the Google Meet session, you are giving consent and are taking responsibility for ensuring the 'rules' are followed. If the teacher leading the session thinks the session is not safe for pupils, it will be stopped immediately. If the teacher believes that the 'rules' are not being followed by you or your child, you will be removed from the session (teachers have the ability to do this).

As a parent, you will:

- give consent for your child to participate in the Google Meet session.
- ensure that your child is ready to join the Google Meet and that there is someone in the house supervising them and acting as 'monitor' of the Google Meet session – this is incredibly important to safeguard your child and others.
- ensure no home-based recording are made of the session.
- please help if there are technical difficulties!
- ensure that your child is dressed properly, is in a place in the house that is quiet (preferably not in a bedroom) and appropriate and that there is a neutral background (or the camera is off if you wish).
- share the Google Meet Rules for pupils and make sure your child understands and follows them.

As a pupil, you will (see poster to share these with your child):

- be on time.
- find a quiet space where you can concentrate and pay attention, with at least one of your parents in the room or making sure no one else is in the room with you.
- mute the microphone as soon as you join the meeting – you will be allowed to talk when your teacher tells you!
- if the camera is on, make sure you are wearing appropriate clothes – no pyjamas!
- if the camera is on, your background is plain.
- only use Chat to ask questions, respond to questions and not to have a chat or personal conversations with your friends.
- use your school Google account to join the meeting.
- not swear or use horrible words. We will be kind at all times.
- follow all these rules or you will be removed from the session.

As a teacher, you will:

- be prompt. If there is a scheduled Google Meet, you will be there first.
- sit against a neutral background.
- avoid recording in your bedroom where possible (if that's not possible, use a neutral background).
- dress like you would for school – no pyjamas!
- double check that any other tabs you have open in your browser would be appropriate for a child to see, if you're sharing your screen.
- use professional language.
- ensure that another member of staff is at the meeting for safeguarding purposes.
- record the session for safeguarding purposes.
- remove pupils if they do not follow the 'rules' or if you think there is a safeguarding risk.