



VALLIS FIRST SCHOOL

Video Conferencing PARENT/CARER AGREEMENT

The following information will allow parents to decide whether they agree to their child joining / accessing video conference calls set up by members of Vallis First School staff.

Before a child can join a video conference call/ meeting the class teacher must have received written permission that the parent agrees to all of the following points of information:

- ✓ Virtual lessons will only be used for delivering group/class sessions 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 calls will be set up by a member of Vallis First School and an invitation sent out to the family ahead of the session.
- ✓ Two staff members will be present during the call at all times. Should one be called away unexpectedly then the call will be ended immediately.
- ✓ 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 focused on head and shoulders and that you are set up in an appropriate area of the house e.g. not a bedroom. Please try to ensure there are no interruptions or background appearances from other family members during the call.
- ✓ Parents must remain in the room during the whole session to support.
- ✓ In the unlikely situation where the video conferencing session is interrupted by other family members living either with 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.
- ✓ Screen sharing, screen shots and recording of sessions is not allowed by anyone participating in the call/meeting.
- ✓ Parents should be aware that their email address may be seen by others on the call unless they join as a guest.

These guidelines have been written to protect everyone using video conferencing within a school setting. **Your consent must be given in writing before your child can access video conferencing.**

For more information on keeping children safe during video conferencing please go to:

- ✓ <https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-securely>
- ✓ <https://parentinfo.org/article/video-chatting-a-guide-for-parents-and-carers-of-primary-school-age-children>
- ✓ https://www.ncsc.gov.uk/files/vtc_infographic.pdf

If parents have any concerns, we encourage you to communicate with school.

Child's Name: _____ Class: _____

Parent's Signature: _____

Please return this form by Friday 18th September 2020