



Villa Real School
together we achieve

Online meetings and training events protocols

This document is for the whole workforce and should be read alongside the Staff Handbook and the Online Safety Policy.

As the Covid-19 pandemic continues to be managed with Government restrictions still in place, ways of working for all have had to move to a more digital, remote but live management system. To ensure the safety of all involved we have provided some expectations which can be used as joining instructions or protocols for online meetings or events to support a clear and effective safeguarding message.

Expectations for Online meetings

Meeting invitation – meetings will vary and therefore the invitation to join should state the meeting type and its nature (confidential) and any caveats so that all attending are clear of purpose, content and potential outcome. The use of which platform for the meeting and its safety mechanisms should be explained prior to the meeting e.g. Teams, Skype, Zoom etc, use of passwords, waiting rooms to be let in.

Agenda for meetings – Agendas are important for meetings to allow participants to have an agreed expectation of what will be discussed or expected of participants. It is important that it is adhered too and that if notes are being made this is transparent and all participants are informed, including if the note taker will be off camera. Participants should be informed of how the meeting will be recorded (we would suggest that at all meetings it is declared that no official recordings are allowed to be taken and shared on any other platform)

Access and attendance at live session – Participants/delegates/members are asked to be logged into software at least 10 mins before the start time of the

session with their camera's active. There will be a 'waiting room' available on Zoom/Teams (others may not have this) where the host will then proceed to allow delegates into the meeting.

If access is being shared by delegates in the same setting/building this should be declared at the beginning of the session/event/meeting for everyone to know and for the host to record on the attendance register.

All participants should be declared through their log in that they are present for the training/attendance register.

All participants by joining the meeting agree to the parameters of the session, this includes remaining logged on at all times, keeping their camera turned on (unless it's an agreed break) and participating in the tasks/chat using the agreed functions and if they have a contribution to make. By joining the meeting, participants are agreeing to a live session through the software and should connectivity fail, the handout will provide support but attempts to reconnect must be exhausted.

NO recording of this session can be allowed and participants must ensure that they agree to this requirement.

If you do not have a camera or wish to be 'off-camera' you must discuss this with the host beforehand (with training the host would not be able to confirm that you were present).

For privacy, participants should place themselves on mute and unmute themselves at the request of the host. Participants may wish to wear headphones for privacy but this would not protect confidentiality when the participant speaks (others in the vicinity would hear these views)

The chat function is a useful way of maintaining connectivity throughout a session/meeting/training.

Participant contribution- Participants are expected to reasonably contribute to the meeting/training as directed by the host. All contributions are welcomed but should be factual and purposeful. Argumentative or antagonistic behaviour towards the host or other participants is unacceptable and the participant may be asked to leave the meeting.

If as a participant you feel your contribution was not accepted, listened to or you disagreed with the content you should raise this independently with the host via the live chat or in a subsequent one to one.

If the disagreement in views concerns the safety and well being of a child during a multi-agency meeting then you must gain assurances that your concerns have been raised and recorded and you must escalate this following the conclusion of the meeting.

Linked to Staff Behaviour Policy

Webcam usage would be expected in most sessions unless agreement reached –

This ensures confidentiality of the meeting to those invited.

Therefore the following should be considered by all participants:

- Surroundings, (what is on view should be minimal and not personal.)
- The location/address of that person should not be evident if working from home
- Dress code (professional)
- Use of headsets to minimise noise (if interruptions occur then the mute button of the participant should be accessed and then email the host or use the chat function to share that you have left the meeting and why).
- Consideration must be given to who else can hear what is being discussed

For certain meetings which occur virtually due to the coronavirus pandemic such as strategy meetings, CP conferences or core group's, consideration must be given as to whether these meetings can be confidential if they are being accessed virtually from staff members home's and not from school sites. Each school would need to consider and agree to this and declare it to the meeting host.