

School

Orsett C of E Primary

The school will do its best to:

- Provide an approach where the risks have been assessed and measures put into place to minimise the risk
- Continuously assess and manage the risks in response to new information and guidance
- Ensure only school staff set up the Teams class calls
- Ensure school staff use the school account to set up and carry out the meetings
- Ensure a second school adult is present on all Teams calls (or, where a call is made onsite, another adult may be present in the room)
- Set up a secure meeting using children's accounts
- Specify the date and time of the Teams call
- Ensure all participants are muted on appropriate occasions and unmute individuals at appropriate times to speak
- Ensure the recording is disabled for all participants
- Continually follow school policies regarding Safeguarding and Child Protection
- End the meeting if the safety of a staff member or child is compromised
- End the call for any individual not complying with the school expectations of behaviour

Parent

To help my child using Teams, I know and understand that:

- **I will keep the Meeting Times and my username and password safe and not share it with anyone else, including on social media (WhatsApp groups, Facebook etc)**
- If I miss the Teams meeting, I will be unable to schedule a different, private meeting with the teacher
- I will always log in with the relevant child's username and password and not use a sibling's account (you won't receive correct notifications if you do this)
- I will ensure that other members of the household understand that a Teams call is taking place and that they should not appear in the background of the call
- I will ensure that my child is in a communal area of the house such as living room or kitchen and NOT a personal space such as a bedroom
- I will try to ensure that no personal information is in the background of the call
- I will not take part in the call but understand an adult should be present in the room with my child at all times. I understand this is an opportunity for my child to connect with their teacher and classmates and will call the school to discuss any other specific concerns relating to my child that I might have.
- I will not record any part of the Teams call or take a photograph of the screen
- I will not share any sensitive information a child may say with others during this call

Child

I will do my best to:

- Ask an adult to help me log into the Teams call
- Make sure my adult stays in the room at all times during the call
- Make sure I am in a shared area of my house and not my bedroom
- Follow the Orsett's expectations of behaviour, show our Christian values and be kind to everybody on the call
- Raise my hand, like I would in class, if I want to share something or say something so that the class teacher can unmute me
- Wait patiently for my turn to speak and know that it is ok if I would rather watch and listen. There is no expectation to say or do anything during the call
- Ensure that anything that I say or share (like pictures) is appropriate
- Make sure that I do not share any photos of other people, even if they are my family
- Understand that if my behaviour is not acceptable, the class teacher will end the call for me. I will not be able to re-join the call
- Tell an adult if I am upset or concerned about anything I have seen or heard online

Signed on behalf of the school:



Date: December 2020

Orsett C of E Primary Vision and Values

At Orsett C of E Primary we celebrate the uniqueness of every child of God in our Christian community and encourage them to flourish and shine in all they do, preparing them for life's journey.

God's word is a lamp to guide our feet and a light for our path

Inspired by Psalm 119:105

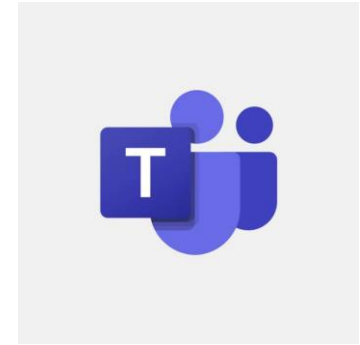
Our Values:

Honesty
Compassion
Friendship
Perseverance
Respect

These are underpinned by our 3
rules of...

**Be safe, be kind, be
respectful, be your
best.**

Use of Teams Home / School Agreement



Orsett C of E Primary School

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