



## Guidelines on Interactive Meetings In Our School.

### Introduction

This document was drawn up as a guide for staff, pupils and parents as we consider the necessity of hosting online virtual meetings with the children in our school. The need for such a document followed the forced school closures due to the Coronavirus pandemic. While this document is not a policy in of itself, it is an addendum to the school's Acceptable Use Policy and is informed by the school's Code of Behaviour, Data Protection and Child Protection policies.

The protection of all children and staff members in our school, their personal private data, their physical and emotional wellbeing is of paramount importance and will serve as the basis for all such virtual meetings.

The use of Zoom as a platform has been considered and has been permitted for use in our school, as a means to communicate with our school children during the school closure following the Coronavirus pandemic. Such meetings are permitted in these circumstances as a means to cater primarily for the wellbeing of all our students.

### Guidelines

Due consideration should be given by all, staff, children and parents prior to engaging in a virtual meeting within a school context. This list is just a sample of what should be considered. For the purpose of this document and it has been agreed and decided by school authorities that Zoom will be the chosen platform used in our school.

- Zoom meetings will be pre organised by the school with a given date and time.
- Children can contribute questions or news in advance of the meeting.
- The class teacher will be the 'host' of such a meeting.
- Ideally such virtual meetings should be co-hosted with another member of staff, however during whole school closures this may not always be logistically possible.
- The class teacher will send out the relevant details on the Aladdin Noticeboard for joining the meeting to parents, no earlier than 15 minutes before start time of the meeting.
- These login details cannot be shared with anyone other than those to whom the class teacher has invited.

## ZOOM MEETINGS

- As children under 16 are not of the digital age of consent, parents must login in from their own Zoom account.
- Meetings will be available to join from 5 minutes before to 5 minutes after the scheduled time, and will then be locked once the meeting commences.
- One on One meetings are not permitted in our school.  
However should an SNA be directed to carry out such a meeting as part of their reallocation of duties following Circular 27/2020 such a meeting will be permitted, following contact with the school principal.
- Small group meetings will be permitted.
- By joining in with Zoom meetings, parents are consenting to their child's involvement in said meeting.
- The rules of the meetings must be set out at the start of each meeting.
- Zoom meetings with the whole class in our school during the closure will provide an opportunity for the class teacher to 'check in' with the children and provide clarity for the activities to be carried out.
- Smaller Group Zoom meetings will provide an opportunity for some instructional teaching to be carried out. Consideration will be given here to the limitations such a platform provides for formal teaching.
- The recording of such meetings will not be permitted.
- Photographs of meetings will not be permitted.
- The sharing of content in relation to such meetings on social media will not be permitted.
- Recording of meetings, taking of photographs, or sharing of content will be deemed a serious breach of GDPR and may be reported as such.
- Parents will be required to be in earshot of the meeting at all times, but will not engage in the meeting for child protection reasons.
- All members of the meeting should be appropriately dressed for the meeting.
- Meetings should be conducted in appropriate settings in individual houses – not in bedrooms for example.
- An appropriate background for the meeting should be chosen.
- The meetings should last an appropriate amount of time and this should be communicated to parents in advance.
- Teachers should keep a record of those children who were in attendance at the meeting.
- General notes of the meeting should be kept.
- All participants joining the meeting will be muted initially and should remain muted until the teacher gives them an opportunity to contribute to the meeting.
- Teachers should 'lock' the meeting once all members have joined the meeting.
- Teachers should inform the school's DLP if they notice or have any concerns of child protection issues or should a disclosure be made to them.

## ZOOM MEETINGS

- The teacher may end the meeting at any time should he/she deem any content inappropriate.
- Breaches of the Code of Behaviour or inappropriate behaviour will be reported to the Principal and will be dealt with thereafter.
- In such instances, children may be excluded from further meetings of this nature and parents may be contacted and informed.

This list is not an exhaustive list but is a mere guide for consideration. This document has been drawn up in consultation with the staff and Parents Council of our school and has been approved and ratified by the Board of Management on May 5<sup>th</sup> 2020.

This document was updated in January 2021 as schools were closed once more due to Covid 19.