

## Virtual Meeting Acceptable Use Policy

In order to create a safe environment for staff, parents/carers and children when taking part in online conference sessions, the following considerations must be observed.

- By accepting the online meeting invite and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
- Staff and parents must only use platforms agreed by the setting to communicate with parents, and it is the responsibility of the staff to gate keep and check content and comments.
- 1:1 video conferencing is strictly prohibited – On no occasion should staff make or take video calls with pupils.
- Suitable clothing should be worn by staff members and other adults.
- Staff should ensure they are working from a suitable area in the setting when accessing virtual calls or meetings.
- Language and behaviour must be professional and appropriate.
- The invite link is only to be accessed by individuals invited. It is to remain confidential and not to be shared to anyone that it was not designated to.
- Recording, photos or screenshots of the virtual meeting are not allowed by participants.
- The virtual meeting may be recorded by the hosting staff member and stored in line with the nurseries GDPR and ICT policy. If the meeting is recorded all attendees will be informed prior.
- For participants some facilities may be disabled by the host. This includes but is not limited to the screen record function, chat and screen share.
- The same behaviour expectations that are set within the setting apply to the virtual meeting and the host retain the right to terminate a virtual call at any moment.
- Staff will remove any participants who are not following these guidelines.
- If a delicate matter is brought up in the meeting, the staff member will arrange a call between the parent/carer and a member of the safeguarding team.
- Lastly the meeting will be ended if the member of staff witnesses or hears anything of concern. The details will be passed to the DSL.

Reviewed By Miss Sandhya Aug 23