



Protocols for Zoom meetings by staff with parents.

By accepting the invitation and signing into the meeting using the passcodes you are agreeing to these protocols:

- At least 2 members of staff will be present for each zoom session
- A zoom link with ID number and password will be sent ahead of each session (the ID code will be different each time)
- Once you have clicked on the zoom link, entered the ID and password, you will be in the waiting room (unable to see or speak to anyone) until the meeting starts.
- Camera and microphones will be on.
- All meetings will be recorded in accordance with Kent Safeguarding guidelines
- Parents/carers are not permitted to capture images, or take still photography of anyone or any part of the meeting.
- Usual standards of behaviour are expected for online interactions as in face to face sessions.
- Please be mindful of the background of your livestream and make sure this is appropriate.
- The 'mute' button will be used as required throughout the session by the host.
- It is not permitted to share your screen, or use the chat feature with each other during a session.
- Once a session has started the meeting will be 'locked' by the host.
- We will update you if any changes are required in terms of procedures to ensure all are safe and have a positive experience.