



Google Meet Protocols (September 2020)

It is important that you read this document thoroughly and share the pupil 'rules' with your child(ren).

We may use Google Meet to have small group 'class' sessions with your child's class teacher(s). This is optional – there is no expectation to participate. Google Meet is a video conferencing feature of Google. The purpose of these sessions is for wellbeing, learning and connecting with each other virtually.

The 'rules' below will need to be followed. These 'rules' are to safeguard everybody during the sessions and we take our safeguarding responsibilities seriously. **The session will be recorded for safeguarding purposes.**

If you allow your child to join the Google Meet session, you are giving consent and are taking responsibility for ensuring the 'rules' are followed. If the teachers leading the session think the session is not safe for pupils, it will be stopped immediately. If the teachers believe that the 'rules' are not being followed by you or your child, you will be removed from the session (teachers have the ability to do this).

As a parent, you will:

- give consent for your child(ren) to participate in the Google Meet session.
- be visible at the start of the call and in the SAME room throughout the call, acting as 'observers' and 'monitors' of the Google Meet session – this is incredibly important to safeguard your child and others. There should only be the child(ren) and at least one parent in the room – NO ONE ELSE.
- ensure no home-based recording is made of the session.
- please help if there are technical difficulties!
- ensure that your child(ren) is/are dressed properly, are in a place in the house that is quiet (preferably not in a bedroom) and appropriate and that there is a neutral background (or the camera is off if you wish).
- share the Google Meet Rules for pupils and make sure your child understands and follows them.

As a pupil, you will (see poster to share these with your child(ren)):

- be on time.
- find a quiet space where you can concentrate and pay attention, with at least one of your parents in the room or making sure no one else is in the room with you.
- mute the microphone as soon as you join the meeting – you will be allowed to talk when your teacher tells you!
- if the camera is on, make sure you are wearing appropriate clothes – no pyjamas!

- if the camera is on, your background is plain.
- only use Chat to ask questions, respond to questions and not to have a chat or personal conversations with your friends.
- use your school Google account to join the meeting.
- not swear or use horrible words. We will be kind at all times.
- follow all these rules or you will be removed from the session.

As a teacher, you will:

- be prompt! If there is a scheduled Google Meet, you will be there first.
- sit against a neutral background.
- avoid recording in your bedroom where possible (if that's not possible, use a neutral background).
- dress like you would for school – no pyjamas!
- double check that any other tabs you have open in your browser would be appropriate for a child to see, if you're sharing your screen.
- use professional language.
- ensure that another member of staff is at the meeting for safeguarding purposes.
- record the session for safeguarding purposes.
- remove pupils if they do not follow the 'rules' or if you think there is a safeguarding risk.