



GLEN HILLS STAFF PROTOCOL FOR ONLINE GOOGLE MEETS v1

Created 14th January 2021

Online learning Behaviour expectations

Glen Hills expects pupils (and staff) to follow the same behaviour guidelines during their online working - such as when sending private comments to staff or when in a live google meet - as they would in school. Always be polite and kind with your words. Staff to ensure guidelines from IT user agreements are followed.

Google Meet

1. Google Meets are not mandatory for pupils
2. Google Meets will take place in the **school day**. Google Meets will last between **15** and **30 minutes** in length. This is to make sure that siblings in other year groups can join their Google Meet if they are sharing a device. See times below – they have been put in the afternoon to ensure that morning activities are not disrupted.
3. Staff will **advertise** Google Meets on the Year groups' classroom thread so that children know when they will take place.
4. Each year group will be given a different 30 minute time slot in the afternoon so that year groups do not clash with their times.

4+ at 11.30am, Year 1 at 12pm, Year 2 at 12.30pm, Year 3 at 1.00pm, Year 4 at 1.30pm, Year 5 at 2.00pm and Year 6 at 2.30pm. If making a change to this please ensure you communicate this with other year groups to avoid clashes.

5. Key Stage 2 children will start live Google Meets from the week beginning 18th January. Other year groups will timetable these into remote learning if and when appropriate for their aged learners.
6. If appropriate for the year group and when 'up and running', each year group will run at least **2 a week - these can be on different days to allow access to as many children as possible.**
7. Google Meets will be run by staff and all will have a **clear purpose** linked to Route to Resilience work, story, News or wellbeing. They are not 'teaching lessons' but will give children the opportunity to be part of a class and see their friends.
8. Children within school can be part of the Google Meets also (however any children whom school does not hold permission to photograph or record must be removed from the Google Meet or permission sought from home first).
9. When signing into a Google Meet, you must make sure that you are not signed in to any other Google account. This is also the case with pupils.
10. **Behaviour and expectations of any meeting will be shared by the staff member at the start of each meeting.** Any pupil not following the behaviour guidelines will be muted and reported to the Head teacher who will deal with behavioural issues as if they had happened within a class. The Google Meets organiser (staff leader) can remove pupils who are behaving inappropriately by clicking on the participants button (at the top of the screen)
11. In order to view as many participants as possible, staff can click on the bottom right three dots and change the layout of the screen
12. Pupils, staff and parents are expected to be **appropriately dressed** for Google Meets. Pupils do not need to wear their uniform but should not be in pyjamas.
13. All Google Meets that take place **MUST be recorded** by the staff member leading them. These recordings will be stored on the schools' secure drive and kept within our system for 8 years. This is for the protection of staff, pupils and parents. For safeguarding reasons, pupils and parents have been told that they are not allowed to record, photograph, screenshot or video any parts of the Google Meet.
14. **Only staff members are able to start Google Meets.** Pupils cannot start the meetings themselves (due to our Google Classroom settings). This means that Google Meets cannot take place without a staff member present. Ensure the meeting is finished so no pupils can enter back into the meeting.
15. **At the start of the Google Meet, the staff member will make it clear to pupils that their peers, other parents and siblings may be part of the meeting so that they know who they are sharing information with.**
16. The 'chat' function will not be available during Google Meet sessions - unless two staff are present, one to monitor the use of the chat area. This is up to the year group to decide if appropriate for the age of pupils and activity.

17. Pupils can sit with a parent for Google Meets - this may be more appropriate for our younger pupils. However we will politely ask that parents (and siblings if they are present) do not take part in the meetings. This will be mentioned in the parent and pupil protocol. A parent or carer may feel it is best that their child has an adult with them to make sure they have understood the events of the meeting. If parents have any questions, please contact the year group email after the Google Meet. Anything a parent hears during the meeting is confidential and should not be shared unless they were concerned about another child's safety.
18. **All discussions during the Google Meet will be staff led.** Staff must explain the following to all pupils at the start of the Google Meet. All pupils must be on mute during the Google Meet. If they wish to speak, they should **put their hand up** in the meeting and the **staff member will clearly invite them to speak. Once they have finished speaking, the staff member will clearly invite them to put their hand down.** Staff will try, as best they can, to make sure all children are able to share if they wish to - this may not happen in a single Google Meet but may be spread over the week so that it is fair to all.
19. At the end of the Google Meet, staff must ensure all pupils have left the meeting before leaving themselves so that children cannot stay on unsupervised (added 18/01/21).
20. Parents and pupils should make sure that there is nothing in the background of their Google Meet that they are not happy to share with others.
21. Staff will address pupils with **first names** only during Google Meets.
22. **Disclosures made online during a Google Meet will be dealt with in the same way as if they happened in school,** with the staff member reporting a disclosure of concern to either the DSL (Mrs Wesley) or a DDSL (Miss Smith, Mr Storey or Mrs Cole) who would deal with any safeguarding concerns as appropriate.
23. Data Protection Any personal data used by staff and captured by Google Classroom when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
24. All remote learning and any other online communication will take place in line with current Glen Hills Primary School's confidentiality expectations and remote learning user agreement protocol.
25. Only members of Glen Hills Primary School community will be given access to Google Classroom.
26. Access to Google Classroom will be managed in line with current IT security expectations as outlined in Trust Policies and staff must ensure that: Email passwords are strong; Family members should not be given access to Google Classroom; When devices are not in use they should be locked or the user should log off. Links with other policies. This policy is linked to our: Behaviour Policy Child Protection Policy and Coronavirus Addendum Data Protection Policy and privacy notices Home-school agreement ICT and Acceptable Use Policy.