

## Video Conferencing Protocols

### Do:

- All 1:1 on line activity with under 18s or vulnerable adults **MUST** be agreed with parents / carers prior to the 1:1 taking place. The 1:1 must then take place only at the days / times agreed with parents. Parents and carers or other responsible named adult should be present in the house at the time.
- Agree protocols with parents / carers about expectations for students including appropriate location and dress etc.
- **If at any time you feel uncomfortable during a 1:1 call, with something done or said, you should end the call as soon as possible and report any concerns to your line manager and / or safeguarding.** Examples may include: student inappropriately dressed or in an inappropriate location (eg bedroom).
- Please note: If your safeguarding training is not up to date you **MUST NOT** conduct a 1:1 video conferencing session. Refer to your line manager for further guidance.
- Encourage students to maintain an awareness of employability skills in how they conduct themselves in on line sessions (see also VC Protocol Guidance for Students).
- Conduct yourself in a professional manner throughout calls with colleagues or students - you remain an employee of Kirklees College throughout the call.
- Conduct video calls to learners or colleagues from a desk or other appropriate location. If you do work from your bedroom, you **MUST** blur your background.
- Remind students that all calls/videos may be recorded - this is to safeguard both parties and wouldn't routinely be shared.
- Be punctual and courteous. Language must be professional and appropriate. Introduce yourself and take note of other attendees' so you can address them by name. Turn your phone to silent. Treat this just like you would a face to face meeting with a student, colleague or other adult.
- Test your audio and/or video before a scheduled call.
- Record any live classes so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may interfere with other family activity.
- Look at your screen, pay attention to others and when speaking make sure to look at your camera.
- Use the 'blur background option' to hide any background if needed.
- Check what you can see when you first log in as this is what others will see.
- Mute your microphone when not needing to talk to avoid any background noise.
- On completion of the on-line conversation, consider posting your comments/questions in the *Team Chat* window.

### Don't:

- Conduct a video call if it would be improper for a face-to-face meeting.
- Multi-task; your audience will be aware.
- Shout; the other participants will tell you if they cannot hear.
- Click your pen, tap on your desk or anything else annoying or distracting.
- Eat or drink, other than water / tea / coffee
- Position yourself away from where your children, spouse, or pets are.
- Leave multiple applications open during the call as it may affect the quality.
- Wear stripes or heavy patterns creating pixilation of images.

Useful further guidance

<https://www.kirkleessafeguardingchildren.co.uk/home/coronavirus-covid-19/>

<https://www.tes.com/news/coronavirus-10-safeguarding-rules-teachers-home>

<https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely/>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/internet-connected-devices/>