



### **Code of conduct for school staff delivering 1:1 or small group zoom sessions**

**There should be always be two members of staff in all 1:1 or small group sessions.**

#### **Before the session**

- **Parents should have signed the parental agreement form before the session**
- Agree a time and date for the zoom session with the parents and send the link before the session. You need to send the zoom link to the parent's email address. Let parents/carers know what resources they will need for the sessions and how long the sessions will be. Make expectations clear to the parents.
- All sessions to use only Zoom or google meet using school email address.
- Never communicate directly with the child to set up the session.
- Make a register of the time/date of the zoom call and the participants. This should be recorded centrally.
- All members of staff in the session should have access the child/children's contact numbers to hand in case you have to call the parent.
- No calls should be just one member of staff with 1 child. Always ask for a member of SLT/Rachel to be present. The additional member of staff will introduce themselves at the beginning and will then be silent for the session unless needed.
- A member of SLT should always be aware that the session is taking place.
- If it is a group session – parents need to be told that other children will also be present.
- All sessions to take place within school hours.
- Make sure you have re-read the Acceptable Use policy and safeguarding policy.
- Make sure the chat function is turned off for the session.
- No sessions/images should be recorded.

#### **During the session**

- Ensure you and the children are wearing suitable clothing before you start.
- If you are at home, there should not be any children in the same room.
- Try to make sure there are no personal objects in the background and that the computer is used in an appropriate room.
- The parent/carer should be in the room for the session and should be on camera at the start and end of the session.
- Remind children of the expectations of the session and explain what you will be doing in the session and how long it will be.
- Cameras should be on.
- If any child's behaviour is not ready, respectful or safe, please end the session and speak to a member of SLT and the child's parent immediately.
- The session should be ended if anything inappropriate is noticed and the correct procedures followed.

#### **After the session**

- If any safeguarding concerns arise from the session, please follow our usual safeguarding procedures.