




North Wolds Federation

TEAMS Live Calls

February 2021

	<p style="text-align: center;">Market Rasen Church of England Primary School</p> <p>Our inclusive school community puts our Christian values at its core and endeavours to develop all members to be wise, happy and spiritually aware individuals who can achieve their dreams and goals.</p> <p>Working with our local community, we care for and educate each person, respecting individual differences.</p> <p>As Jesus welcomed all, so we welcome everyone into our school and strive to send them out prepared to be good citizens in today's diverse society.</p> <p style="text-align: center;">We are preparing for a brighter tomorrow.</p> <p>Start children off on the way they should go, and even when they are old they will not turn from it. (Proverbs 22:6)</p> <p style="text-align: center;">Caring, Respect, Co-operation, Commitment to Achieve, Honesty, Fairness</p>
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	<p style="text-align: center;">Nettleton Community Primary School</p> <p style="text-align: center;">To try our best at everything we do.</p> <p style="text-align: center;">Caring, Respect, Commitment to Achieve, Co-operation Happiness, Independence,</p>
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Policy Approved on : Monday 8th February 2021
Head teacher Signature :
Chair of Governors Signature:
Policy Review Date : February 2022

www.marketrasen.lincs.sch.uk

www.nettleton.lincs.sch.uk

www.northwoldsfederation.co.uk

TEAMS Live Keeping In Touch Policy

As per our [remote learning plan](#), all of our online teaching and learning content is pre-recorded however as we work as a Federation this mean that some of the children do not see or regularly see their class teacher.

As a result of this, and in response to parental feedback, weekly the school will arrange optional TEAMS keeping in touch call so children are able to see and speak to their teacher and see their classmates on screen. This is a non-planned session and is an informal drop with the main purpose being improving pupil and staff wellbeing.

Teachers are free to choose what they do in this session. They may choose to:

- Talk to the class as a whole
- Ask questions of children
- Read a story
- Conduct a “show and tell”
- Set a topic for conversation

Safeguarding in these sessions is paramount and each person’s responsibility is outlined in the sections below.

Senior Leadership Responsibility

- To communicate this policy to teachers who will host these drop in sessions.
- To communicate this policy to parents who will choose if their child will take part in the sessions.
- To communicate to teachers which children are able to take part in the TEAMS calls once consent has been given.
- Ensure training so teachers know how to:
 - Invite children to the call
 - Start the call
 - Mute participants
 - End the call
 - Delete the call from the calendar

Parents Responsibilities

- To read and agree this policy
- To complete the FORM to give consent for their child to take part.
- To ensure that their child takes part in the TEAMS call in a communal area of the house; not a bedroom.
- To ensure that their child, and anyone else who may be seen on camera, is appropriately dressed. (No pyjamas)
- To supervise their child for the duration of the call.
- To ensure language is appropriate, including any family members in the background
- To ensure that all microphones are muted, unless asked to unmute by the class teacher
- To ensure no recordings, screen grabs or photographs should be taken during any live teaching session

Teacher Responsibilities

- To be the first one on the call and log on in good time.
- To only schedule calls that have been agreed.
- To ensure there is more than one child in the call unless an adult is visible for the duration of the call.
- To only invite children for whom we have consent to the call.
- To be available for the 20 minute drop in session at the agreed time. In the first instance this will be during our usual PDM times so there is no increase to workload or working hours.
- The teacher must choose their location appropriately if working from home e.g. avoid inappropriate backgrounds and areas with background noise. Use the blurred background tool when appropriate.
- No recordings, photographs or screen grabs should be taken during any live session.
- Always ensure you are the last one to leave the meeting.
- Remind children of the expectations for pupil behaviour and learning during the lesson.
- Ensure the calendar invite is removed from the TEAMS calendar so pupils cannot re-join once the meeting has finished.
- To report as soon as possible to SLT should any of the parental guidance not be followed.
- To follow the overarching e-safety policy and acceptable use policy.

Pupil Responsibilities

- To behave on the call like they would in school.
- To keep the microphone on mute unless asked otherwise.
- To not make recordings, screen grabs or photographs whilst on the call.
- To log into the call in good time.
- To make the call in a communal area of the house.
- To ensure they are properly dressed for the call. (No pyjamas).
- To follow the [pupil acceptable use policy](#).

Any questions regarding the policy should be directed towards the Executive Headteacher.

Any safeguarding concerns should be raised with the designated safeguarding leads on the appropriate site.