

Online etiquette and Safeguarding for live video calls (from school)

These guidelines are created to ensure that both staff and students are kept safe whilst communicating online.

For staff

Only ever use registered school accounts not personal ones	No 1:1s – groups only	Staff should arrive before the start time and be the last to leave
Raise any concerns with the school's designated safeguarding leads: Mrs Fanshawe and Mr Rees	The live meeting should always be recorded, so that if any issues were to arise, the video can be reviewed	Staff should not allow entry to unknown people

For students

Only ever use registered school accounts not personal ones	Participate and engage in the online session	Students must ensure that the background is appropriate and is not a bedroom
Raise any concerns with the school's designated safeguarding leads: Mrs Fanshawe and Mr Rees	Language must be professional and appropriate: including family members in the background	Chat responsibly – only type when absolutely necessary so teachers can focus on teaching
Students should be on time to any live meeting	Mute yourself on entry to avoid any background noise	Ensure you are wearing something that would be appropriate on a mufti day at school