

SAFEGUARDING ADDENDUM TO MAIN POLICY: JUNE 2020

Use of Zoom for story-times, assemblies and other activities involving staff, children and parents, including those at home.

During March and the start of April 2020, there were reports of safeguarding concerns regarding the use of Zoom for CPD and school activities. These issues arose due to the meeting codes or screen shots which included the codes being shared publicly, which allowed uninvited visitors to attend and then hijack the meetings.

Since then, Zoom has improved its security settings but also made the information clearer for users.

At Boughton Primary, we adhere to the following protocols for use of Zoom (specifically) although the same applies to the use of any other video conferencing software:

- Use a new meeting room each time (i.e. don't use the personal meeting ID)
- Use a new password each time
- Ask attendees to confirm their Zoom names in advance
- Enable the waiting room
- Don't admit anyone whose name you don't recognise
- Don't allow attendees to join before host
- Mute attendees on joining
- Don't allow screen sharing for attendees
- Don't allow attendees to change their names
- Don't publicise the meeting link/password – invite attendees personally, via email
- Don't share any screenshots of the attendees
- Don't video the meeting and ask that attendees don't video or share a screenshot
- Ideally have someone whose job it is to “manage the room” (may be possible for story-times but less possible for assemblies)
- Set up clear timings for attendees to join by
- Lock the meeting when you are about to start.

Locking the meeting prevents anyone else from joining.

Staff need to make sure they enable these settings for EACH meeting, as Zoom will resume its default settings if not.

Instructions on how to lock the meeting are provided below.

Staff can consult the DSL if uncertain about any aspect of video conferencing.

Mary James

Head Teacher and Designated Safeguarding Lead



