

# Safeguarding Protocol

This page explains how to keep safe when using Teams.

## READ THIS PAGE BEFORE JOINING THE MEETING



### Invites

Invites will be sent to students, but you must make sure that parents and carers know about and agree to the meetings.

### Check your background

Check to make sure that nothing private is visible behind you.

*If available on your device, use the background effects to blur or hide everything except you.*



### Camera off

Only use video if you need to. You do not have to turn on the camera, just listen and chat and not be seen, if you would prefer.

### Appropriate clothing

All participants should be fully dressed in appropriate clothing, for example no night wear and wearing something that is smart.



### Parent/carer supervision

A parent or carer should say hello or give us a quick wave at the start at the meeting, so we know an adult is available.

### Quiet please

Let others in your house know that you are having a Teams meeting, so they don't accidentally interrupt.



### Settings

Students should only use the settings needed for the purposes of the meeting as setup by the teacher.

### No recording

No part of the meeting should be recorded, or screenshots taken. If a record of the meeting is needed, then the teacher will do this.



### Courtesy muting

To assist with sound quality, please mute yourself unless you wish to speak. Unmute yourself to speak then mute yourself again after you have spoken.

### Talking carefully

To comply with data protection, anyone who is not present should not be talked about, and we must be very careful with the words that we speak.

