

## **Teams Meeting Safeguarding and Protocols Technical Instructions–**

### **Safeguarding Protocols:**

To ensure that we safeguard our staff and our families the following protocols must be adhered to by all parties. In joining your booked parent consultation appointment, you are acknowledging and agreeing to abide by these protocols. If you have any concerns, or are unable to abide by these protocols, then you must inform the school by email so we can resolve these before your parent consultation meeting can take place.

### **All staff, pupils and parents using video communication must:**

1. Only use Microsoft Teams for our Autumn Parent consultation.
2. Ensure as far as is possible they have a stable connection to avoid disruption to the meeting.
3. Wear suitable clothing – this includes others in their household.
4. Position cameras in a way that only headshots can be seen and always remain aware that they are visible.
5. Ensure meetings take place in a suitable, private space which allows for confidentiality to be maintained. For example, if at home in a suitable living area with an appropriate background.
6. Use appropriate language – this includes others within their household.
7. Maintain an acceptable standard of behaviour as expected if the meeting was in school.
8. Not take photographs of the screen or record the meeting in any way, store, or distribute such materials.
9. Be aware that the meeting will end after 10 minutes in order that the next appointment can be started. This is to ensure that timings can be kept and health and safety regulations for staff can be met with regard to use of technologies.

The ending of the meeting will be time dependent, not conversation based, so the ending may therefore be abrupt.

### **Technical Instructions:**

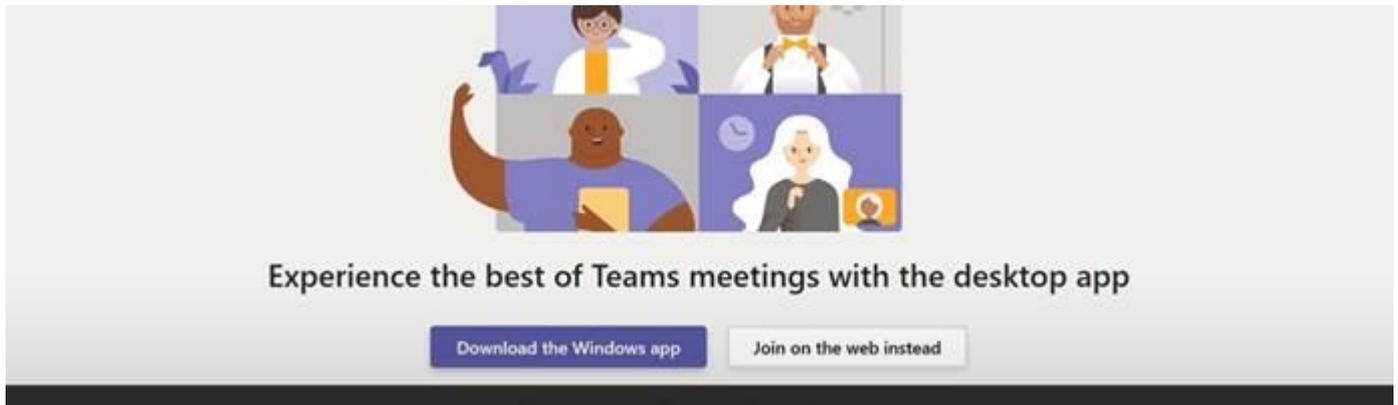
#### **Teams will work on desktops, laptops, tablets and smart phones**

1. You will be sent an email containing an invite to your child's parent consultation meeting. This will be sent on the morning of your booked parent consultation appointment. If you do not receive it by 11am please email the school office for support. [office@swavesey.cambs.sch.uk](mailto:office@swavesey.cambs.sch.uk)
2. When you receive the invite, simply click on the link in the email.  
(You should do this a little before your allotted time in case of difficulties)
3. You will then be given an option to choose whether to use the Teams App or access the meeting via the web browser.

If you already have Teams on your device, it will likely default to this application.

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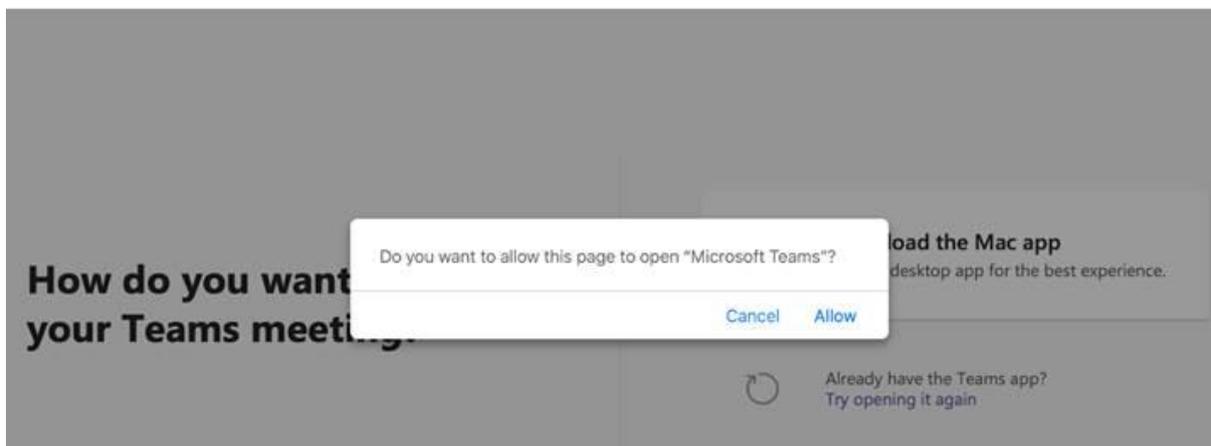
4. On a windows device it should look something like this:



If you would prefer not to download the app, you can choose 'Join on the web instead' and remain on their web browser

On the app choose 'Join as a guest'  
On the web browser click 'Join now'

5. On a MAC it should look like this:



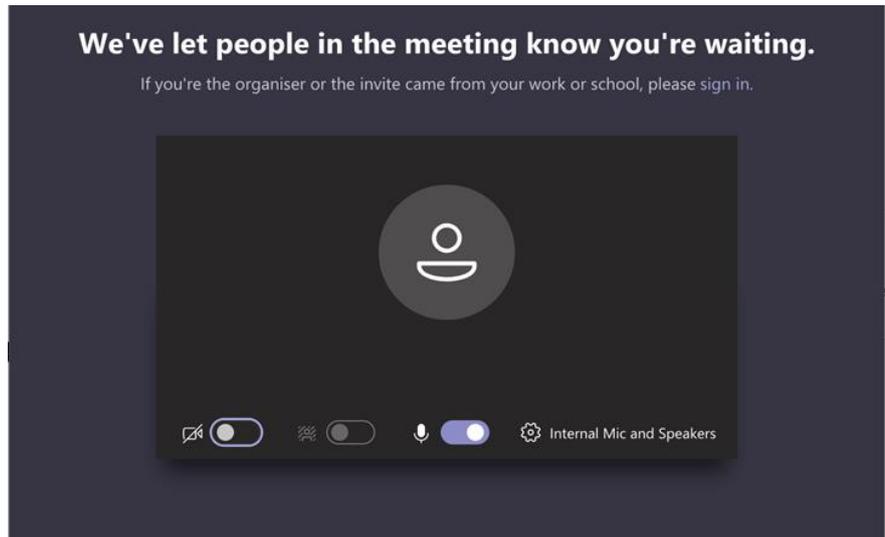
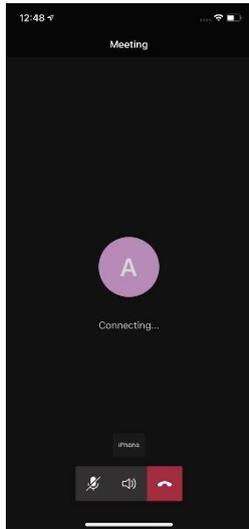
If you click 'allow' it will use the browser, if you click cancel you can then download the app.

6. If you are new to Teams, before it allows you to 'join' the meeting it will ask you to provide a name – please make sure that this is identifiable to the teacher e.g. Mr Bloggs or Parent of Jim Bloggs. This is important as the teacher needs to be able to verify who you are before allowing you access to your appointment. If your surname differs to your child the teacher may not always be aware of this and so using Parent of..... would be particularly helpful.

If you already have a Teams account you may need to change your identifiable name for the duration of the meeting to ensure you are given access should you only be identified at this time by initials or something the teacher will not recognise.

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7. On joining the 'meeting' you will see the following dependent on the device:



At this stage, please ensure you have turned the audio and video to 'on'.

8. Teams will move you to the teacher's 'waiting room'. The teacher will admit you at your allotted time. In order to keep to time please be aware that at the end of the 10 minute slot your meeting will be ended so the next can start.