In South Ayrshire we aim to take advantage of the benefits offered to us with the use of digital technology to support learning and teaching in school as well as a blended or hybrid learning environment. Whilst the opportunities to provide advice, support and continue learning online are vast we need to ensure that safeguarding is at the forefront. The safety of our learners and staff is paramount and therefore schools must ensure they only use digital services approved by South Ayrshire Educational Services.

Staff are advised to consider the following advice when planning and delivering learning using digital platforms:

- only use approved platforms
- never use personal accounts (staff and pupils)
- always maintain professional boundaries, exercise good digital habits, and protect your privacy
- follow child protection procedures if you become aware of any activity that raises a concern
- personal information, such as personal email addresses or mobile numbers, will never be required. Glow credentials must be used and whenever possible issue a join code.

The majority of South Ayrshire schools use Microsoft Teams, available within Glow, to provide a safe and secure online learning environment. Teams can facilitate a range of approaches to digital learning such as audio and video instruction and demonstration, pupil assignments, online activities, digital jotters, online storage, plenary and assessment.

Teams Meet allows Glow users to engage in live audio and video calls. It's worth noting that pupils are unable to start a Teams Meet, they can only participate in a meeting that they have been invited to.

Video calls between staff and pupils can bring increased risk in terms of safeguarding and therefore when considering using video conferencing with learners the following points **must** be adhered to:

- parents/carers/pupils should be made aware that this type of communication will be used
- consider alternatives if consent is not given by parents/carers/pupils
- consider equity of experience – not all learners will have access to a device at the same time, some learners might not have video camera capability, and some may not want to switch it on even if they have it
- when planning a video call consider how you will manage the meeting and ensure any ground rules are shared beforehand
- make sure you are familiar with Teams Meet functionality before using it with pupils
- make sure you end the meeting by selecting the **End Meeting** option – do not click on the Leave button. End Meeting ensures no pupils remain in the meeting room unsupervised.

The need for one-to-one video communication between a member of staff and a learner should only take place under exceptional or specific circumstances e.g. instrumental music instruction. However, if required this type of communication **must** be approved by a senior manager.

Guidance for setting up and managing a Team Meet video call

The following guidance should be taken into consideration when setting up and managing video calls with learners:

- all staff and pupils joining a Teams Meet will automatically be added as an 'attendee'. This setting can be changed, if necessary, by the meeting organiser.
- where possible, there should be more than one adult participating in the video call, this will assist with meeting management. Additional staff members can be assigned the co-organiser role however this role doesn't allow them to create or manage breakout rooms or edit the meeting invitation.
- be careful when sharing your screen/desktop that the content on display is appropriate for the audience.
- only make learners presenters when necessary and remove the role when no longer required.
- encourage the learners to use the raise hand functionality.
- do not leave learners unattended in the meeting.
- pupils behaving inappropriately can be removed from the meeting by the organiser and would need to be readmitted through the 'lobby'.
- the meeting organiser can download an attendance report during or after the meeting.

Ground rules for learners:

These basic rules should be followed to keep everyone safe during video calls. Some of these are basic classroom rules adapted to suit an online learning environment. Any pupil who behaves inappropriately can be removed from the meeting.

- appropriate clothing should be worn
- apply an appropriate background effect
- keep your microphones switched off when joining the video call until you are given permission to switch it on
- **do not** take screenshots, photos or screen recordings of the meeting screen
- use the 'Raise hand' button if you want to contribute to the conversation or ask questions

Teams Breakout Rooms

Microsoft have released breakout room functionality within Teams meetings. This allows meeting organisers to create breakout rooms and allocate meeting participants for school group working within the main meeting. For staff and learner's safety additional staff members must be present within all breakout rooms and learners should not be unsupervised in any part of a Teams meeting.

The 'close rooms' option within the Breakout room control panel must be used to close the breakout rooms to remove participants before ending the main meeting. It should also be noted that the 'end meeting' option must be used by the meeting organiser to remove all participants at the end of a Teams meeting.

Please note ending the main meeting will not end any associated breakout rooms.

For full guidance on Meetings in Teams go to https://glowconnect.org.uk/teams-in-glow/meetings-in-teams/