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Safeguarding Policy
Videoconferencing Platforms

BEFORE THE START OF THE MEETING

- Make sure you have at least two pupils, absolute minimum number of attendees for the meeting to take place. Ideally there should be three pupils so that in case of one pupil leaving the class, two remain and the meeting can carry on.
- The meeting MUST be cancelled if there is only one attendee.

DURING THE MEETING

- The meeting cannot be cancelled – please warn pupils and parents
- Pupils and teachers must be dressed appropriately
- Place yourself in front of a wall or uniform background so that attended cannot see the inside of your home
- Any offensive comment from a pupil to yourself or to another pupil will trigger the cancellation of their participation to the meeting
- If a pupil makes a revelation related to safeguarding or which would be inappropriate for other pupils to hear, you must immediately mute them and cancel their participation to the meeting if necessary

AFTER THE MEETING

- For all issues related with safeguarding, immediately contact the charity DSL (Designated Safeguarding Officer) or the deputy. In case there is no answer, email them and request to be contacted urgently

OTHER ADVICE FOR THE MEETING SETUP

- Do not allow participants to connect to the meeting before you
- Switch off all participants microphones at the opening of the meeting
- Switch off 'screen sharing' at the opening of the meeting
- Make all participants wait in a 'waiting room' before the opening of the session
- Do not publish the meeting URL on social media
- Do not share any picture or screenshot of all participants, especially if this reveals the meeting ID number
- All communication with pupils and parents must be done form the email account supplied by La Petite Ecole.