



Protocol for Face-to-Face Sessions at The Vineyard School

Face to face sessions at The Vineyard during this current school closure will provide both teachers and pupils with a valuable educational medium, which can connect our school with the community. The platform that will be used for all face to face sessions will be Zoom or by phone – this preference is to be determined by the teacher / staff member. These virtual sessions are so important and provide much needed contact between staff, school and pupils. We require parents to support the school in playing their part in ensuring that they are carried out safely and ensure appropriate protection for all.

It is envisaged that over time, the content of face to face sessions will evolve. To begin with, Zoom could be used for:

- Pastoral check-ins
- Class discussion
- Review and Feedback

To create a safe environment for our pupils when engaging in a face to face session, there are several things that staff should consider:

- The invitation to the Zoom / phone session will be through the parent email from School Ping therefore parental consent will have been given for the session to take place.
- Use of an app such as <https://calendly.com/> is useful to schedule these efficiently.
- The parent will need to be present in the room where the zoom session is being held.
- Teachers should familiarise themselves with the functions of Zoom including the privacy and mute settings. **See Appendix 1**
- Please read through the suggested script for F2F conversations – **please see appendix 2**
- Any F2F should take place in school time during core hours and must be hosted and supervised by the staff member at all times.
- Any additional staff who normally work in that classroom should be invited to participate.
- Staff need to consider and be sensitive to the needs of individual pupils, and children who may be sensitive to certain topics or issues that may arise during the F2F or whole class Zoom.
- When the F2F is finished, the pupil should exit first and then the teacher should close the meeting once complete.

Essential Rules

- One F2F session and one whole class Zoom should be organised once over a two week rolling period
- The first sessions should be on protocols and parameters of F2F learning and after that, the first few minutes of each F2F should be a brief reminder of the expectations, rules and regulations which keep children and teachers safe online.
- Zooms should take place between 8:45am – 3:30pm (Core School Hours) and in nominal term time only (not during Easter Break).
- Schedule any Zoom or phone conversations at least 24 hours in advance and notify parents by email.
- Schedule sessions on the whole school calendar.
- Be mindful of access to devices so timetable accordingly.
- All sessions must take place with an adult present alongside /in the room with the child.
- Staff and pupils must wear suitable clothing.
- All sessions should be conducted in appropriate area, not in bedrooms, and the background should be blurred if possible.
- Language must be professional and appropriate throughout.
- It is also important for parents to note that staff will keep these interactions to a reasonable length to allow families to get on with their day.
- **Staff must inform a member of the safeguarding team (RR /RWH/ CA) immediately if they have any concerns after the F2F session or whole class Zoom regarding an interaction.**