



FULMER INFANT SCHOOL

Policy for conducting ZOOM meetings from home

During Covid-19, in order to keep everyone as safe as possible, some meetings with parents will need to be conducted remotely via ZOOM. It is also likely that some of these Zoom meetings may be conducted from a home environment if a member of staff is working from home on that day.

In order to keep staff, parents and children safe the following code of practice has been written:

- Staff members only to set up a Zoom meeting with parents when they have authorisation from the Co-Headteachers
- No meetings may be conducted from a bedroom, either from a members of staff's home or from a parent's home. If a parent starts to conduct a meeting from his/her bedroom the member of staff must stop the meeting and ask for the meeting to be conducted from another room
- Staff must adhere to the school's dress code and wear appropriate professional clothing
- The background to the ZOOM must be appropriate (e.g. no inappropriate images or posters on the wall)
- No one, other than the member of staff conducting the meeting, must be in earshot or in vision at the member of staff's home
- No recording of the meeting should be made unless requested by the school

Name:

Signed:

Date: