

Please read below for our TEAMS learning consent information.

# Safeguarding

1. Arrangements regarding the timing of sessions will be made by using the calendar aspect of Office 365 TEAMS
2. All session arrangements will be known by the Leadership Team in school.
3. We have chosen to use the video conferencing platform TEAMS which invites you to a “meeting” via an email address (as opposed to phone number or social media profile). We will only send invitations to the children’s school email addresses
4. Children must be in a shared family space for their session such as the lounge or kitchen (not a bedroom) and a parent/guardian must be in the house and make themselves known at start of the session.
5. The child must be appropriately supervised in the home at all times
6. Children and adults must be dressed appropriately (no pyjamas!)
7. Language must be professional and appropriate, including any family members in the background
8. The behaviour expectations as outlined in Woodland Infant and Nursery School behaviour policy apply to online sessions
9. If staff have any concerns about the sessions, we will report them in line with Woodlands Infant and Nursery School safeguarding policy.

# Preparation

1. If possible download the TEAMS app, rather than just using a browser
2. Prepare a calm, quiet space in advance of your child’s session time
3. Place the computer/device so that its camera sees the child clearly
4. Have some paper and something to write with ready
5. Make sure that the video is switched on

# Invitation

1. We will invite the child by using the scheduling calendar on Office 365
2. Please be ready for your appointed time so that when we “call you” you are there!

# Possible Interruptions

We understand that there will be other children and adults in the child’s house so we will endeavour to work around any interruptions to the sessions and be flexible when necessary.

**5. Consent**

# Online Session Consent

I, ………………………………………………………………….. (Parent/Guardian name), hereby consent

to…………………………………………………..……………… (pupil name) to use TEAMS to support their

home learning as set out in this document