



Video Conferencing Protocol

For everyone

Extra Privacy and Child Safety Considerations for Video Conferences **with Students**

- A video conference can **ONLY** be initiated by a teacher.
- A video conference will always involve two or more students.
- If a teacher needs to have a private discussion with one student, they will ensure that there is a parent, carer, another teacher or Education Support staff member present.
- The teacher will check the students are working in their kitchen or family rooms - never in their bedrooms.
- Meetings with students will **never** be recorded.
- All invited school staff will have a current Working With Children Check (WWCC) before being admitted into the meeting.
- The teacher will shut down any inappropriate or extended conversations that might raise issues for students or families, for example discussing COVID-19 in an unhealthy way.
- The teacher will mute or turn off video or comments for individual students if something inappropriate occurs or is said. This includes negativity about students or parents, questions not related to the content and use of inappropriate language or behaviour by student or family members
- The teacher will be the last person to leave the meeting.