



Gael scoil Thulach na nÓg

Bóthar Rúisc, Dún Búinne, Co na Mí

01-825 2858

Ríomhphost: office@tulach.ie



Uimhir rolla: 20082Q

Príomhoide: *Seán O Láimhín* Leas-príomhoide: *Mairín Ní Chonaire*

GUIDELINES ON INTERACTIVE MEETINGS AT GAELSCOIL THULACH NA NÓG

This document is informed by the school's Data Protection and Child Protection policies. The protection of all children and staff members in our school, their personal private data and their physical and emotional wellbeing is of paramount importance and will serve as the basis for all such virtual meetings.

The use of Zoom as a platform has been considered and has been permitted for use in our school, as a means for teachers to communicate with our school children during the school closure due to the Coronavirus pandemic. Such meetings are permitted in these circumstances as a means to cater primarily for the wellbeing of all our students.

Guidelines for Gael scoil Zoom calls:

The guidelines below must be agreed to and adhered to prior to any virtual interactions. For the purpose of this document it has been agreed and decided by school's Board of Management that as SeeSaw is the chosen platform used in our school for remote learning, a weekly Zoom call will be used to enhance the school remote-learning experience, as a platform for social interaction.

- Zoom meetings will be pre organised by the class teacher and the relevant details will be sent to parents in advance via the Aladdin app with details for joining the meeting (date/time etc)
- Children can contribute questions or news in advance of the meeting
- The class teacher will be the 'host' of such a meeting
- These login details cannot be shared with anyone other than those to whom the class teacher has invited.
- As children under 16 are not of the digital age of consent, parents must login in from their own Zoom account.

(Meetings will be available to join from 5 minutes before to 5 minutes after the scheduled time, and will then be locked once the meeting commences)

- By joining in with Zoom meetings, parents are consenting to their child's involvement in said meeting.
- The rules of the meetings must be set out at the start of each meeting.
- Zoom meetings in our school during the closure will purely be for the purposes of 'checking in' on student progress and for children's overall wellbeing
- One to one meetings are not permitted in our school. However, should an SNA be directed to carry out such a meeting as part of their reallocation of duties following Circular 27/2020 such a meeting will be permitted, following contact with the school Principal
- **Zoom meetings will not be for instructional reasons.**
- The recording of such meetings will not be permitted.
- Photographs of meetings will not be permitted. The sharing of content in relation to such meetings on social media will not be permitted.
- Parents will be required to be present in the background of the meeting at all times, but will not engage in the meeting for child protection reasons. *Meetings will not be conducted if an adult is not present in the room with the child*
- All members of the meeting should be appropriately dressed for the meeting.
- Meetings should be conducted in appropriate settings in individual houses – not in bedrooms for example.
- An appropriate background for the meeting should be chosen
- The meetings should last an appropriate amount of time – a maximum of 15 minutes and this will be communicated to parents prior to the meeting
- Teachers should keep a record of those children who were in attendance at the meeting and general notes of the meeting should be kept by the class teacher
- All participants joining the meeting will be muted initially and should remain muted until the teacher gives them an opportunity to contribute to the meeting
- Teachers should 'lock' the meeting once all members have joined the meeting.
- Teachers should inform the school's DLP if they notice or have any concerns of child protection issues or should a disclosure be made to them.
- The teacher may end the meeting at any time should he/she deem any content inappropriate.
- Breaches of the Code of Behaviour or inappropriate behaviour will be reported to the Principal and will be dealt with thereafter.

Ratified by the Board of Management at a meeting held 9.2.2021