



Use of Social Media for On Line Contact between Children and Staff - January 2021

How are meetings arranged?

MHJS - Google Meet via Google calendar – meetings are set on the school Google calendar MHJS. Support staff join via link. Link emailed to parents/carers.

Where live meetings are recorded children are to be told that this is about to happen. Pupils may then turn off their screen for some or all of the session if they do not consent to being recorded.

MHIS – Zoom – link emailed to support staff. Link emailed to parents/carers or Google Meet via Google calendar – meetings are set on the school Google calendar MHJS. Support staff join via link. Link emailed to parents/carers.

Safeguards

MHJS – Google meet sessions will be recorded

MHIS - Zoom 2 Staff members per session will not be recorded

Any safeguarding concerns observed during the Google Meet must be told to DSL or deputy (from the relevant school straight after the intervention).

If the concern is urgent, the session must be ended and the DSL or deputy contacted straight away.

MHJS: Angela Dhillon - 07930 959 272

Andrea Nash - 07976 805 841

MHIS: Samina Thorpe - 07773 172 796

Sheerin Ramjan -

Staff:

Professional dress

Professional manner

Have a plain backdrop with no personal photos visible, no window behind (the person is in shadow)

Length of each session:

20 mins – 15 min for intervention 5 min for hello/goodbye

Preparation:

Plan the meeting with support from the Inclusion Manager, YGLRs, subject leaders

Before the Session:

Parent/Carer and child must be appropriately dressed ie not PJs

Children's' computer must be in a communal area in the home NOT the bedroom

Have resources ready – parents/carers notified beforehand via office email of any resources needed

Resources need to be easily available in the home

During the Session:

Parent/Carer must be in the room

Staff member to say the following at the beginning of each session to the parent/carers:

MHJS:

- **The session is going to be recorded for safeguarding purposes. Are you happy to continue?**

MHJS & MHIS:

- You need to stay in the room during the session.
- Let your child do as much as they can on their own

Working with the child/ren:

- Welcome the children to the session
- Ask what has been going well to settle them in
- Model the tasks
- Watch children as they carry out task
- Short activities - I show/We show/You show
- Children don't have to share if they are reluctant
- Give positive feedback and rectify errors

After the weekly session:

MHJS

- Complete the evaluation sheet – MHJS on google drive > shared drive > Lockdown 2 > Lockdown2 > Interventions folder.
- Email YGL and AD to confirm it's been done
- Any persistent non attendance, let the class teacher know so that they can chase.

MHIS

- Complete the evaluation sheet

Prepare for the next session:

Use information from the evaluation and decide if the focus for the next session needs to be tweaked.