

Livestreaming protocol for seminar via Zoom

The participation of any learner from an Aimhigher London school should be approved by SLT of their school. The person responsible for online safeguarding must be made aware of this. It should be established by the coordinator that the event conforms to the individual school's safeguarding policy/guidelines before a learner can be signed up to attend. If permission is granted, coordinators should check that there are no individual learners who should not be included in the event (for example if there are child protection issues at home).

Coordinators, or teachers with an interest in the subject, are encouraged to attend if any of their learners are going to do so (we understand that this may be a condition that the school's DSO makes anyway).

Only participants who are 16 or over will be allowed to take part. Once learners express an interest in attending, invitations to the event will be sent to participants directly from the coordinator who will inform us of their intention to attend. The invitation should emphasize that access to this event is limited to the invitee only, and we will only allow access to the event if we recognize the name of person in the waiting room. Participants should therefore use their full name as their Zoom identity. It should also be made clear that by choosing to attend they are giving permission for us to record their participation in the event.

The waiting room will be enabled to prevent any people who are not entitled to access the event from entering. Young people will only be admitted to the event once all the teachers and other adults who are observing have been admitted to it. A minimum of a host and a co-host must be present before a meeting can start. Once all participants have been admitted, or 5 minutes after the event has begun, the meeting will be locked so that no one else can enter.

Hosts should ensure that if they are visible they have a neutral background behind them which does not give away any information about where or who they are. We recommend the use of a virtual background but know this is not always possible.

Participants will join the event with both microphone and video switched off. Before starting the event, the host will go through ground rules for how the event will be run, what permissions participants have or don't have, and how they can communicate with the host and each other. Video sharing will be at the participant's discretion - there will be no compulsion for video sharing to take place at any point.

The event including the chat will be recorded. This is to enable any safeguarding issues to be dealt with by reviewing the recording afterwards if necessary. These recordings

will be stored in the Zoom cloud space until they can be downloaded and will then be stored on Kingston University's server, subject to Aimhigher London's data protection policy, for thirty days.

At the end of the event, the event will be closed down for everyone by the host so that participants cannot carry on conversations after the host has left and no one-to-one conversations can take place. If during the course of the event only one adult is left in charge due to technology failure, they should terminate the event immediately. For this reason, there must always be a co-host in case it is the host's connection which fails.

Staff are reminded of their duties regarding safeguarding and should report any concerns they have to the participant's school's safeguarding officer as they would if they had such concerns at an event which is not online.

Student ambassadors who take part in an online event will be thoroughly briefed beforehand on how the event will be run and what behaviour will be expected from them.

The invitation to the participants should include the following information about safe behaviour:

- A reminder of any agreements they have signed with their school related to online behaviours.
- That they should not share any personal information (email address, home address, or anything else that they would prefer people didn't know about them) during the event.
- Although there will be no compulsion to share video, participants who are willing to do so should be sitting with a wall behind them so that other people in the household who are not participating in the event are not seen, and there is nothing on the wall that might identify who or where the participant is. They should in any case let the rest of the family know that they are attending an event which may mean it will be possible for other participants to hear them.
- The chat facility will be open to all – the option of chatting privately will be disabled. Participants should be made aware that anything they write will be seen by all participants and hosts.
- Responses online should be respectful and positive as it is difficult to judge other people's reactions in the way one can in real life, and strong, aggressive opinions can

easily affect other people's self esteem. If students from different schools are taking part, they should avoid using banter etc with school friends who are online in a way which might make other students feel excluded. If any participant's behaviour is not felt to be appropriate by either the host or their teacher they will be excluded from the event.