



St Michael's Catholic College Virtual Meeting Protocol 2023-25

The protocol applies when attending virtual (either conference call or video call) meetings.

This protocol has been drawn up to protect Parents/Carers, Professionals and the School and to ensure that professional processes are in place.

1. Participants will receive clear instructions regarding how to access the meeting. In cases of difficulty accessing the meeting they are advised to contact the college reception 020 7237 6432.
2. There must always be two members of college staff in attendance at a virtual meeting.
3. A parent or carer may invite another family member or professional to attend the meeting with them. But must inform and seek the college's permission ahead of the meeting and provide the person's details.
4. Participants are required to identify themselves when joining the meeting and have their camera switched on.
5. Participants are asked to ensure that they can access the meeting with due regard to confidentiality and in a quiet and private space.
6. The meeting will be managed by a member of staff from the college
7. Participants will abide by the usual college meeting expectations in terms of polite and respectful language and behaviour and give regard to the duty to maintain confidentiality.
8. Participants will contribute towards a safe and secure environment for the meeting by giving due regard to GDPR (data protection) and to the appropriate use of ICT.
9. Parents/Carers or professionals are not permitted to make a sound or video recording of the meeting.
10. If a connection is lost the participant is deemed to have left the meeting until the connection is re-established.