

Best practice guidelines for 'online classrooms'

As a result of the Covid19 pandemic 2020 we have had to cut back on all face to face participation activities and where possible and appropriate we are adopting the social media platform Zoom to deliver sessions online as an alternative.

For the purposes of this guidance and in line with the online platforms' own terminology these sessions will be referred to as 'a virtual classroom'.

Zoom has implemented its own security measures to support the safeguarding of its users and we expect that all Practitioners/Tutors will make themselves aware of the Zoom best practice guide and ensure privacy of the sessions as per the following: [Best practices for securing your Virtual Classroom](#)

Further guidance can also be found here:

- A guide for administrators on [setting up a virtual classroom](#).
- A guide on [how to better secure virtual classrooms](#).

This best practice guidance acts in conjunction with Attic Theatre Company's ICT, Privacy and Safeguarding Policies. All staff are expected to be aware of these policies and adherence is a condition of their engagement. These policies can be found on the website.

Procedure:

Attic has registered for a Zoom account and all sessions shall be hosted through that account. The log in details shall be shared with Practitioners/Tutors where appropriate.

A secondary member of the Attic team will attend all classrooms alongside the Practitioners/Tutors where possible.

Any safeguarding concerns or disclosures will follow the protocol as detailed in the existing safeguarding policies. The Designated Person for all safeguarding concerns is the General Manager. In the absence of the General Manager the Artistic Director acts as deputy and can deputise to a project manager if in post.

Youth Work:

Parents/guardians will be informed about all Zoom education activities on offer and asked to provide written consent to their child's attendance and the following behaviour code:

- Parents/guardians will manage Zoom meeting access (sign up, log in and out) and supervise usage so as to avoid any use of child-related data
- We suggest early log in and set up to avoid delays
- We suggest the children undertake lessons in a room with an open door and that a trusted adult shall be in the same premises as the children while the lesson takes place
- We suggest parents are mindful of aspects within the room/background that may be personal or private and that the background vista does not provide any information

such as location or circumstances that may breach the privacy of participants and their family. Where possible we request that participants employ a digital background

- Not accepting or using a link unless you know the source
- Parents will ensure the children can take part in a quiet place without distractions such as background noise. Muting text notifications and other smartphone app activity may also work well here
- Children are asked to give full focus and attention to the activities and therefore are not to multi-task i.e. talk to siblings
- Appropriate clothing is required since the children will be able to see each other. Children are expected to dress and behave appropriately.

Older Persons Work:

- Participants are requested to adopt the following behaviour code:
- We suggest early log in and set up to avoid delays
- Not accepting or using a link unless you know the source
- Participants will ensure they can take part in a quiet place without distractions such as background noise. Muting text notifications and other smartphone app activity may also work well here
- We suggest participants are mindful of aspects within the room/background that may be personal, private or considered unsuitable and that the background vista does not provide any information such as location or information that may breach the privacy of participants and their family. Where possible we request that participants employ a digital background
- Participants are expected to dress and behave appropriately.

Practitioners/Tutors:

- The tutor is the host of the meeting and is responsible for admitting participants into the session via the waiting room function for any activities designed for young people aged 18 and under, or for adults who are known to be vulnerable.
- Practitioners/Tutors do not use their phones as their host device.
- Early log in and set up to avoid delays and that Practitioners/Tutors allow a 'buffer' to accommodate this
- Locking the meeting so no-one else can enter.
- Disabling screen sharing for all participants other than the host.
- Not sharing URL's for meetings on social media.
- Not accepting or using a link unless you know the source.

Should Attic wish to record any online sessions we will ask for consent from the participants. Parents/guardians and provide access to our Privacy policy which outlines how we will use, store, share and process that data.

These guidelines are a living document. We will continue to review and add to the Zoom etiquette and best practice as we learn from feedback and experience.

This procedure is owned by Attic Theatre Company

Latest review – 6/5/20