



Annex A – Parent Consent Form

Name of pupil:	
Name of parent:	

Consent to participate in video conferencing

School is developing new ways of working to provide children with engaging learning opportunities, especially at times when they may need to be learning at home. There are occasions where we believe it is in the best interests of your child to learn collaboratively with their classmates and teachers, using video conferencing. We will only ask your child to participate in video conferencing with your consent.

The online safety of your child is our priority. Underwood West Academy follows the guidance set out by The Aspire Educational Trust for safety in remote online video and telephone communication with pupils and parents. This guidance has been developed following expert advice from organisations such as DfE, NSPCC and UK Safer Internet Centre and can be found on our website by clicking this link: <https://underwood.schooljotter2.com/parents-zone/e-safety>

The platform that school will be using is Microsoft Teams alongside our school website content.

How we will keep your child safe

- The technology we use will have been risk assessed by the school prior to setting up any video conferences.
- Video conferences will only be hosted on school accounts and devices.
- Staff who are hosting meetings will have completed online safeguarding training and received training to understand the platform features that maximise security.
- Meetings will be set up with the recommended level of security as detailed in the trust guidance including the use of waiting rooms and passwords.

- There will be no 1:1 video conferencing.
- Your child will always be invited to join a secured meeting using the e-mail address we have provided for them. We ask you to keep the invitation information confidential and request you do not share it with others.
- We will inform you of the intended activity when we invite your child to attend a conference.
- Staff will agree the ground rules for creating a safe online space at the start of each video conference. This will include reminding children not to share private information and who they should tell if they see or hear anything upsetting or inappropriate.
- We may record the meeting so that the session can be reviewed if there is a need to. Recordings are strictly for the school's use only. The lawful basis for recording and retaining the meeting is public task as it is solely for the purposes of safeguarding children.
- Recordings will be kept securely for one month after the event in accordance with our data protection and records management policies. Recordings will only be accessed by authorised staff.
- **Pictures or screenshots of a live lesson will not be shared on online.**
- A log of the content overview, date, time and participants of all 'live' video conferences will be kept.

How you can keep your child safe

We ask you to ensure:

- Your child is in a shared space in your house, rather than in their bedroom.
- Your child is dressed in clothes suitable for school, whilst this does not need to be school uniform, it should be appropriate.
- Your child is reminded to behave as they would in school.
- You check there is nothing in the background that may be distracting or private.
- You check your internet connection is secure.
- You or your child do not record, store, or distribute video material without permission.

Providing your consent

The school will only invite your child to attend a livestream video conference with your consent. This form is valid for participation in all video conferences until your child leaves our school.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional video conference platform will be used.
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil should not participate in livestream video conferences.
- Changes to parental consent.

Parents have the right to withdraw their consent at any time. Where you would like to amend or withdraw your consent, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly.

Please read the information above thoroughly and provide your consent as appropriate by ticking either 'Yes' or 'No'.

Name of child: _____ Class _____

I provide consent for:	Yes	No
My child to participate in livestream video conferences		

Declaration

I, _____ (name of parent), understand:

- Why my consent is required.
- The reasons why Underwood West Academy uses livestream video conferencing.
- The safeguarding measures school will take.
- The safeguarding measures I will take.
- I have provided my consent above as appropriate, and the school will involve my child in livestream video conferencing in line with my requirements.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Name of parent: _____

Signature: _____

Date: _____