



Dilton Marsh Church of England Primary School

High Street, Dilton Marsh, Nr Westbury, Wilts. BA13 4DY

Headteacher – Mrs J Hibbs

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Dear Parent/Carer,

We will be using the on-line platform Microsoft TEAMS to do this (<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>) as it is a platform that does not require the sharing of personal information beyond email addresses in order to operate. It is being used successfully at the moment by a large number of schools, NHS CAMHS providers and the British Government. We have also consulted advice and guidance given by the NSPCC, teaching unions and Wiltshire Council in order to determine the best and safest procedures through which to structure and operate our system. This makes us feel confident that what we are proposing is safe, and will represent only a very low risk to both you at home and staff members.

All staff members who will be conducting video meetings have been given a strict safeguarding procedure that they need to follow before, during and after the call to ensure that the safety of the child is our paramount concern at all times.

- Interventions will take place during school hours, on a day and time agreed between yourself and the staff member.
- Staff members will be dressed appropriately (as they would in school).
- If calling from their home, staff members will ensure that they do so from a neutral and safe location.
- Staff members are expected to follow the School Code of Conduct at all times, as they would in school.
- Staff members will never record a session.
- Staff members will follow standard safeguarding practices and will report any concerns they might have to the designated personnel within school.

We would ask for you to follow these measures to help ensure your child's safety:

- Communication about the video intervention will be between yourself and the staff member, not via the child.
- Invites to the on-line meeting will be sent to the email address set up and supplied by ACORN IT.
- Children should not be located in their bedroom for the video intervention.

- Children should be wearing day-time clothes.
- A parent/carers will need to be present during the intervention.
- Parent / Child will never record a session via TEAMS or any other recording method.
- Children should be focused on the lesson, please remove all distractions e.g. turn the TV off, not eating, toys put away.

If you have any questions or concerns that you would like to discuss in more detail regarding any of this, please do not hesitate to get in touch. In current times the easiest way to do this is to email me at admin@diltonmarsh.wilts.sch.uk but I am happy to arrange a phone call if you would prefer to discuss things this way.

These are difficult times for us all, but most especially children whose world and lives have shrunk drastically overnight. We hope that you understand that what we are suggesting is a small way in which we can reach out and help your child through this crisis.

Best wishes,
Jill Hibbs