










Swalecliffe Child Protocols for Teams

<p>Prompt start Please try to be ready to join your live meeting at 9.30 so that your teacher can start on time. If you are running late, your teacher may have started when you arrive so please come online very quietly.</p> 	<p>Check your background Check to make sure that nothing private is visible behind you. If available on your device, use the background effects to blur or hide everything except you.</p> 
<p>Camera Please leave your camera on unless your teacher asks you to switch them off. We would like see your lovely faces.</p> 	<p>Appropriate Clothing All participants should be dressed in appropriate clothing, for example no night wear. School uniform is not required.</p> 
<p>Parent/Carer Supervision Have a parent or carers nearby. Please try to sit in a shared space in your home. This should not be your bedroom.</p> 	<p>Quiet Please Please make sure that you are in a quiet room where possible during lessons so that we can hear you and so that you can focus. Let others in your house know that you are having a Teams meeting, so that they don't accidentally interrupt.</p> 
<p>Settings Pupils should only use the settings as setup by the teacher.</p> 	<p>No Recording No part of the meeting should be recorded, or screenshots taken. If a record of the meeting is needed, then the teacher will do this.</p> 
<p>Courtesy Muting To assist with sound quality, please mute yourself when you join the meeting. Unmute yourself to speak then mute yourself again after you have spoken.</p> 	<p>Talking Carefully As always, be polite and respectful.</p> 