



Policy on Virtual (i.e.Online) Meet Ups, Classes and Activities

Taunton Home Education aims to create a safe, fun and friendly environment for all children and parents that attend our events/meet ups or classes whether they are in-person or virtual. We aim to celebrate and encourage the diversity within our community and encourage positive and kind treatment of each other.

Note: in the first instance we will use Zoom for virtual gatherings, but assume the rules will be equivalent if we use a different platform such as Teams which have similar features to Zoom.

Taunton Home Education virtual gatherings need to be authorised in advance by the Management Committee and comply with the following rules which reflect the same principles and guidelines we use for in-person gatherings:-

- Hosts need to:-
 - Use a per-meeting ID, exclusive to a single meeting ideally with a password and only share it to Taunton Home Education Members who wish to participate in that session.
 - Enable the "Waiting Room" feature so that you can see who is attempting to join the meeting before allowing them access.
 - Disable recording.
 - Know how to lock the meeting once everyone expected to attend has been admitted.
 - Be aware of how to mute participants.
 - Make participants aware of how the session will be run, how they can participate and what the rules and boundaries are that apply to virtual gatherings at the start of the session, encourage compliance with those and – as a last resort – be aware that they can remove any participants who are violating this policy.
 - Ensure at least one other adult parent/member of the group is present for any session aimed at children/young people.
 - Reassure participants that they can turn their camera off if that is putting them off participating.

- Try out an online session with colleagues to familiarise themselves with the settings and options.
- Members must not share the login-in details outside the group.
- Parental supervision of children participating in a session is required. This means a parent/carer needs to log in to the session, supervise their child throughout the session and log out at the end. To clarify what we mean by supervision during the session: for most children it will be appropriate for the parent to sit and be with their child and support them, where necessary; for certain activities an older child/young person may not want mum or whoever peering over their shoulder in which case parents can be in another room but should be at home and on hand. *(Some sessions we have run in person have been family learning oriented, some just for the children.)*
- Hosts and parents should be mindful of their language and the appropriateness of the topics of our conversations at classes and events when there are young children present.
- On Taunton virtual meet ups or classes everyone needs to:-
 - Treat each other with courtesy, respect and kindness.
 - Avoid discriminatory language towards others and discriminatory treatment of each other and respect our different identities.
 - Pick a space in your home where you are least likely to be disturbed (if possible!! Try to avoid bedrooms – living areas better).
 - Minimise background noise – so turn off TV/radio.
 - Try to be punctual.
 - Mute themselves when asked by the host and try not to interrupt when other people are speaking.
 - Use the ‘raise hand’ function if they have a question or something to share.
 - Avoid moving around with your device.
 - Not take photographs or try to record the session.
 - Avoid changing their background screens or using a background screen that is likely to offend or unduly distract other participants.

06/01/2021

