

Agreement and permission for use of 'Google Meet Calls'

Name	
Email Address	
Name of Pupil	

I understand that Google Meet Calls

- Will be by invitation only by the child's teacher using the teacher's Claygate email address
- Will be between the hours of 9.30am and 3.00pm, Monday to Friday during term time only
- Will be at agreed set times and duration and will end at the member of staff's discretion
- Will be led by a member of CPS staff and will be between the member of CPS staff and the designated child only - no adults or other children are permitted to participate directly without prior agreement by all parties
- Will be supervised by a parent/carer who will be present for the whole meeting
- Will follow the CPS behaviour policy and school expectations will be adhered to by teachers and children alike.
- Will be recorded by the school for safeguarding purposes
- Must not be recorded by parents

The Parent / Carer is responsible for

- supervising the suitability of the child's online access, communication and participating as above
- ensuring both the supervising adult and child are wearing appropriate clothing
- ensuring children have a quiet, safe space from which to meet (in an appropriate room)
- ensuring there are no age-inappropriate or unlicensed background noises visuals or moving images.

Safeguarding

- If you receive a Google Meet invitation not from a known CPS email address, you must report this to the Designated Safeguarding Lead (Hilary Ali) immediately as a potential safeguarding issue in accordance with our Safeguarding and E-Safety Policies
- Teachers must not be invited to participate in Google Meet Calls by parents or children.

I confirm I have read, understood and agree to the above and I give permission for my child to use 'Google Meet' (using microphone and camera) with a designated member of Claygate Primary School staff (class teacher, support staff, SENDCo etc).

<i>Child's name</i>	
<i>Signed by Parent / Carer:</i>	
<i>Printed Name of Parent / Carer:</i>	
<i>Date:</i>	