



## ABC to read via Zoom and Safety Statement

ABC to read believes that the use of information and communication technologies brings great benefits. We recognise that there are online safety issues that need to be planned for that will help to ensure appropriate, effective and safer use of electronic communications. Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal. New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet, and other digital and information communication technologies are powerful tools, which open up new opportunities for everyone.

Electronic communication helps teachers, volunteers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work with children and young people in charitable and voluntary organisations are bound. We encourage you to read your child's school's Acceptable Use Policy, which will give you detailed advice on the internet in much broader terms than online lessons alone.

This statement is part of our overarching code of conduct, internet use and safeguarding policies. If you would like to know more about these please refer to our policies listed in our website. The purpose of this statement is to ensure the safety and wellbeing of children is paramount when using the internet, provide staff and volunteers with principles that guide our approach to online safety and ensure that as an organisation we operate in line with our values and within the law in terms of how we use online devices

Some usual tips for positioning yourself for a Zoom session -

1. Select a suitable, neutral location for your mentoring session; this should not be a bedroom. Please select an area with as few distractions as possible and blur your background (if possible) or select a place where the background is neutral and not displaying lots of personal items.
2. Student's behaviour and dress must be appropriate at all times. If students are not suitably dressed or if any behaviour is inappropriate, the volunteer will end the online mentoring session immediately then email parents/or school contact to inform them of the reason for this.



3. For children aged 12 and under, a responsible adult should be present in the room for the duration of the mentoring session.

4. Please join the mentoring session on time. Take the time to check that all your books, games and any other props are prepared for your reading time with the child.

5. All written and verbal comments must at all times be appropriate to the formality of your mentoring session. Volunteers and child should communicate as is normally appropriate in a mentoring session at school.

#### 6. General Online Guidance

- a) Please be patient
- b) Make sure you have made yourself familiar with the software beforehand and understand how it works
- c) Ideally ensure your device is plugged in to a power source when in use
- d) Please ensure you have any necessary books, pencil and paper set up in advance, just as you would do in a normal mentoring session.

### Basic instructions for using Zoom

Before you follow these steps, please ensure that you have the app downloaded to your device. App Store (on iPhone/iPad), Play Store (for Android) or download from the Zoom website for Laptop/PC users.

#### iPhone users

1. Touch the link
2. Touch 'join with video'
3. Touch 'call using internet audio'
4. Bottom left of the video screen, you have options to start/stop\* video and mute/unmute\* your microphone (red line through the microphone icon means you are muted)

\* tap anywhere on the screen to open the menu if you can't see any options

#### Android users

1. Click on the link
2. Choose to open with Zoom (if prompted)
3. Bottom left, press 'join audio' and choose 'call via device audio'
- \* tap anywhere on the screen to open the menu if you can't see any options
4. Bottom left of the video screen, you have options to start/stop video and mute/unmute your microphone (red line through the microphone icon means you are muted)

#### iPad users

1. Touch the link
2. Touch 'open' when it prompts to open Zoom
3. Touch 'join with video'
4. Touch 'call using internet audio'
5. Top right of the video screen, you have options to start/stop\* video and mute/unmute\*



your microphone (red line through the microphone icon means you are muted)

\* tap anywhere on the screen to open the menu if you can't see any options

### **Laptop/PC users**

1. Click on the link

2. Click 'allow' when it prompts to open Zoom

3. Click 'join with computer audio'

4. Bottom left of the video screen, you have options to start/stop video and mute/unmute your microphone (red line through the microphone icon means you are muted)

\* move your mouse and the menu will appear

To really get the most out of Zoom, explore the other options along the bottom toolbar. You can 'raise your hand' and 'chat' using text rather than voice.

