

Digital Safeguarding Guidelines School Broadcasts on Microsoft Teams

This document is regarding our digital engagement with pupils, both at home and in class, during Maths Week Scotland and for National Museums Scotland sessions. It is related to live broadcast sessions where hosts cannot see or hear participants.

Session hosts will:

- Gain school/parent consent for pupils to take part at sign up stage
- Log in as the museum, never a personal account
- Share the link to the session only with those who have booked beforehand
- Monitor the chat box
- Ensure two members of museum staff will be present on the call before anyone joins
- Deliver sessions from a suitable space within the museum
- Be professionally dressed with cameras kept at chest height or onto table top activities
- Endeavour to make sessions accessible
- Sessions will not be recorded but messages sent to the chat will be stored and deleted in line with Data Protection guidelines.

Session hosts will not:

- Record or share information of participants

Teachers/parents/carers who sign up to take part should:

- Ensure a teacher/parent/carer is always present at the start of and throughout a session
- Not divulge personal information to session hosts
- Ensure participants act in a respectful way towards session hosts
- Only use pupil's first initial or class name, and the name of school when leaving comments and asking questions (e.g. B, Primary 5C, Example Primary School, or B from Example Primary School)

Behaviour:

- It remains teacher/parent/carer responsibility to manage students behaviour
- If necessary, participants will be removed/blocked/muted from the session for inappropriate behaviour