



WADDESDON

Waddesdon Manor Schools Digital Policy (February 2021)

- Our digital offer includes taught sessions for schools and live streamed events. Platforms for these activities include Zoom, Microsoft Teams, Google Meets and Facebook Live.
- In the case of schools, we will use the school's preferred platform and as far as possible be 'invited' to join the school's own platform and work within the school's control measures.
- Waddesdon Manor staff have been DBS-checked and have received appropriate training.

When running a school workshop on an online platform or live streamed session Learning staff will:

- Log in using a Waddesdon Manor Learning Team account and not use a personal account.
- Password protect the platform so only those with passwords can enter where appropriate
- If appropriate, lock sessions once they begin to lower the risk of others gaining entry to sessions.
- Only allow Learning team staff or teachers to share screens (not students).
- Ensure that there is always a teacher present to monitor and manage any risks.
- Ensure that sessions are streamed from a suitable room at Waddesdon, using virtual or neutral backgrounds.
- Staff will be professionally dressed with camera kept at eye height.
- When possible, school staff to invite Learning tea staff to the digital platform being used and take control of location of participants, setting camera angle etc.
- Waddesdon Manor can, after the school has finished, retweet from the school's own Twitter feed any posts made by schools/teachers as long as the post and any accompanying images are within the museum's safeguarding procedures (i.e. no individual children are named, photographs are suitable, no faces are shown).
- Waddesdon will not record any sessions, share any photos or videos of the session. Teachers can, however, share photos or videos of the session on their own channels if they so wish.

For those sessions, where pupils are home, we will:

- Encourage parents to attend where appropriate.
- Ask teachers to manage the behaviour of their class on the call.
- Ask teachers to ensure that all students are muted, unless answering questions.
- Ask students to contact their teacher if they have any concerns during the session.

