

Standard Health and Safety Conditions for Virtual Museum Sessions

These conditions must apply in order for the Virtual Museum Session Risk Assessment and Safe System of Work to be valid. It is the responsibility of the class teacher to ensure that all Standard Health and Safety Conditions are met at all times.

The class teacher should:

- Be present during the whole virtual session and take responsibility for the behaviour of all pupils.
- Brief the pupils on expected behaviour (please see guidance below on what pupils should do).
- Start the Microsoft Teams or Zoom meeting at the allotted time.
- Invite pupils to participate verbally in turn.
- In the unlikely event of a security breach, it is the responsibility of the teacher to make the Formal Learning Officer aware of this so that the session can be ended. The FLO will report any digital safeguarding incidents to Swindon Borough Council to be investigated.
- Ensure that the pupils are abiding by the requirements agreed by the school regarding social distancing and personal hygiene to avoid the transmission of Covid-19.

Pupils should:

- Respect and act upon the instructions of the Formal Learning Officer.
- Put their hand up if they would like to speak to the FLO.
- Display good listening and co-operation skills.
- Maintain social distancing.