



Guidance for Remote Parent Evening Sessions

In addition to the remote working guidance issued by the Brigshaw Learning Partnership (copied below) we'd like to give some specific guidance to conducting parent evenings remotely.

Be ready! Not only do you need to be sat in place ready to go at the exact moment of your first appointment, you also need to know that your equipment is going to work. Test your webcam and microphone – you can do this before the parents evening using google meet. On the day of the parents evening you can test the system well before your first appointment. Make sure you can see yourself in the preview, and the microphone icon changes colour as you talk. Plug your device into the mains – don't rely on the battery!

Your setting. Consider your background. Does it reveal any data or information which you wouldn't want to be seen? Does it give any clues to your location? Your meetings need to be private between the parents and yourself. Can your conversation be overheard or is there a chance of interruption by a family member?

BLP Remote Working Guidance

For those staff who are working from home, keep your practices as safe as possible to prevent a breach of personal data.

- Work away from the site should be done on the google drive. Avoid downloading files to your workstation as any files which are downloaded will remain on your computer. Instead you can open all documents in drive using the "open with" feature.
- Personal Wi-Fi may not be as secure as the schools so please share files using google rather than emailing to each other.
- Check your spam folder occasionally. As more people are working from home, emails can appear to be from unknown users and sent to your spam folder.
- If you are not already using 2 Factor identification, please consider this to give you extra confidence when working away from the security of the school site and where we cannot offer the same levels of support you would normally have.
- It is even more important to use a strong password or a PIN to lock devices, to prevent others from accessing data through them. Do not disclose your password to family members.
- Make sure antivirus software is installed on laptops and computers. Keep it up to date and ensure it makes regular scans.
- Think about where you work, can data be seen by others?
- If possible, avoid others using your device, but if you are using the family device, ensure your passwords to the google drive are different to your computer password.
- Any paperwork you have at home should be kept as secure as possible.
- lock your screen when you leave your computer
- Report any breach or loss of data immediately to the DPO (dpo@brigshawtrust.com) and your HT.