

**NM Guidance to Students/Families and Schools
How to Participate Safely in a Webinar on Zoom**

Zoom webinars allow teachers to deliver lessons live in a secure learning environment.

Webinars are different from meetings. During a webinar, only the host and co-hosts (the teachers) can be seen and heard.

Useful Definitions

Zoom: an virtual meeting app

Webinar: a type of virtual meeting where only the host and co-hosts can broadcast audio and video.

Host: The lead teacher who is running the webinar.

Co-host: Another teacher or appropriate adult who assists in running the webinar. Co-hosts have the same privileges as the host.

Panelist: Any other verified teacher the host promotes within the meeting that has sound and video broadcast privileges.

Participants: The learners in the webinar. Participants can see and hear the teachers (hosts). The teachers (hosts) cannot see or hear the participants. Participants can type messages to the teachers (hosts) only.

Chat: The webinar's communication stream that must be set to include only panelists and hosts unless agreed in advance with Newham Music.

Q&A: Your tool for communicating with individual participants by answering questions. This must be set so that participants can only view answered questions (i.e. so the host can verify whether the content is acceptable to be viewed by all)

Live Lessons with Rigorous Safeguarding and GDPR Compliance

Although it is possible for the teachers to adjust the webinar settings to allow interaction between students, this will not be permitted unless otherwise agreed upon in writing in advance of the session. Newham Music webinar settings will be as follows:

- Only the teachers' video and audio are broadcast.
- Only the teachers can send messages or share a window on their screen.

Student participation is limited to:

- Watching and listening to the teacher.
- Following instructions to participate in practical activity.
- Messaging the teacher directly using the Q&A function.

All lessons will take place with a minimum of two hosting teachers, so that one can teach and one can field questions and manage the virtual environment.

It is not necessary to create an account with Zoom to participate in a webinar, but participants may need to enter an email address. This email address will not be visible to anyone else.

Pupils join the sessions by clicking a link and entering a webinar password. Depending on what kind of device they are using (computer, tablet, smartphone) they will be able to either join in-browser or by downloading the free Zoom app.

Participants will be asked to enter a name to identify them to the host. The name format, to comply with GDPR, should be 'first name, class'. Only the teachers can see these names.

The instructions to participate are available in a simple format for families.

To view, [click here](#).

For more information and to find out about other learning projects and opportunities running during school closures, please visit our website: www.newham-music.org.uk

The Newham Music Best Practice Guide for Zoom includes practical ideas for schools. If you would like to receive a copy please email nicola.williams@newham-music.org.uk