

Virtual Meeting Best Practice

Recognising the growth in virtual opportunities, we have provided some best practice advice for the benefit of students, parents and employers. We would expect interactive sessions to normally have multiple attendees and be recorded. Remember to never share your personal information in an open forum and students should inform a member of staff if you have any concerns.

Best practice for students

- Register using your College e-mail not a private e-mail address
- Make sure you are located somewhere with good internet coverage and log on to Wi-Fi
- Know in advance who you are meant to be contacting
- Conduct the call in an area where an adult is nearby
- Find a quiet space and ensure you dress appropriately
- Be aware of your surroundings - lighting, noise and what can be seen by others on the call
- Use an appropriate Zoom or MS Teams background to provide a neutral backdrop
- Keep your camera on, unless you are directed otherwise
- Make sure you connect using your full name so you can be identified
- Have mute as the default setting, use functions (chat, raise hand etc) to communicate
- Remember that the chat function is not private, a transcript is kept on record
- Please adhere to the College 'Acceptable Use of IT' Policy, recordings cannot be shared
- Any safeguarding concerns should be reported to safeguarding@reigate.ac.uk
- Finally, remember to sign out or 'leave the meeting' when the session is finished

Best practice for employers

- Avoid one-to-one meetings, but if unavoidable then ensure the meeting is recorded
- Recording a meeting is advised for safeguarding best practice and your protection
- Where a meeting is recorded, please state 'this meeting is being recorded' at the start
- Distribute your meeting link only to those who will be attending
- If the meeting link is shared on a public platform, set a password which is shared privately only with attendees
- If you are hosting the meeting please arrive early so you are able to admit participants
- If you are new to hosting meetings virtually, please familiarise yourself with additional 'host' controls

