



Virtual Visits and Visitors in RE

Virtual conferencing protocols for religious buildings

Please note that all virtual conferences will take place using Zoom.

Before the meeting:

Contact the place of worship (see links at <https://secure2.sla-online.co.uk/v3/Resources/Page/15417>) to arrange a time that is mutually suitable.

Ensure that you can use Zoom in the room(s) where the pupils will be taking part in the virtual conference. Make sure the computer(s) you are using have a screen/whiteboard that the pupils can see, sound, and if you want to ask questions you will need a microphone, and if you want the place of worship to see you and your pupils you will need a camera.

The religious building will send you the Zoom ID and password before the meeting. Be certain that you use these to log in at least 5 minutes before the conference begins.

If appropriate, watch the virtual tour with pupils before the meeting.

Help pupils to devise some suitable questions to ask the members of the faith and belief community during the virtual conference.

On the day of the meeting:

If accessing Zoom via the app, use the most up to date version possible, as security enhancements are regularly added.

Try to ensure that the classroom is quiet and as free from disturbances as possible – putting a ‘do not disturb’ sign on the door may help.

When you join the meeting, you will be put into the waiting room. Please ensure that the name displayed for you contains the name of the school, so that the host knows it is safe to let you into the meeting. If your name is not recognisable, the host will be unable to admit you.



A member of staff must be present throughout to supervise the pupils who are taking part in the video conference. The staff member should be an active participant, intervening to further pupils' learning as in any other lesson.

If pupils are listening to the member of the faith or belief community, the microphone in the classroom should be muted. Unmute when it is the turn of a member of the class community to talk.

Have the pupils' questions to hand so that pupils can refer to and ask them at appropriate points. Bear in mind that due to the natural flow of discussion, not all of these questions may need to be asked and pupils may find it helpful to devise and ask some others in relation to information that they find out during the conference itself.

If at any point the member of staff feels as if pupils are being made unsafe through the virtual conference, the meeting must be halted. This must be done immediately, there will be no time to say 'goodbye' to the host.

Ensure that all school policies and procedures regarding online safeguarding are followed.

After the meeting:

Provide feedback to the host from the school's perspective. This will help the host to know what has gone well and where improvements can be made.

Ensure that the virtual conference is not a stand-alone session. Remember to refer to it and build on pupils' learning from this conference in future RE lessons.

These protocols are for schools in Havering who are holding virtual conferences with the places of worship listed at <https://secure2.sla-online.co.uk/v3/Resources/Page/15417> only.

