



Guidance for Parish School of Religion staff related the use of Video Conferencing software and phone calls with students during a PSR closure

As always, we strive to provide a safe and transparent learning environment for our students and catechists. Towards this end, please review and share the following guidance with your catechists:

- Catechists may pre-record video lessons for students to watch at home. Video sessions must be reviewed by the PSR Director prior to being used.
- Students should attend live video-conference sessions in an area where their **adult guardian can see and hear the conference in session.**
- We strongly recommend recording all sessions where students are present.
- We require that catechists host video conference sessions in an open area with a 2nd unrelated adult in the conference, who is also in compliance with ANO Safe Environment.
- Teachers working remotely should wear professional attire (follow parish dress code) and hold conferences from a home office or common space (i.e. not in a private sleeping area, etc.).
- All sessions should be observable and interruptible. PSR Directors should be available to enter all live stream sessions.

Safe Environment Guidelines for Phone Calls and Text Messages

- Phone calls between students and catechists should take place on the parent/guardians' device or a landline. Parents should be present during phone calls.
- If a student reaches out to a catechist through text messaging, the catechist should respond in a group message that includes the parent or guardian.

*If you have questions regarding the above guidelines, please reach Barbara McAtee

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