

### **1. Introduction**

Here at Croxley Green Baptist Church, we make the safeguarding of the children we meet with and our volunteers with the utmost seriousness. We are constantly monitoring best practice guidelines and ensuring we are doing everything possible to keep everyone safe.

The following is our terms of use for Zoom, and should be used alongside our standard Safeguarding Policy which is available on our website [here](#)

### **2. Terms of Use**

The following outlines best practice as parents and young people that will help us ensure we care for and protect all those in our care.

- 1) Parents and young people must not share login information with any other person in person, via email, social media or any other means. Should they wish to invite friend to participate, they must provide Croxley Green Baptist Church with the contact details of their friend and relevant paperwork/consents and invitation will be sent from the host.
- 2) Everyone must join using their correct name and the changing names feature will be disabled.
- 3) Screen-sharing is turned off and only the host and co-host can share screens for the purpose of the session/activity. Sharing of screens will normally be the sole domain of the host and co-hosts, but at the discretion of the host (and should it be required) other users will be allowed limited screen sharing options.
- 4) Private chat facility will not be used (disabled for all). For the purpose of games, while the private chat feature might aid things, leaders will use WhatsApp to give specific messages to young people as there is then a record. For example, if playing charades the clue can be texted to the young person. If the host has a need to share a link or information with the whole group, then for that purpose and for every subsequent one that is permissible.
- 5) Screenshots of a zoom session involving children and adults at risk is strictly prohibited. This also includes taking photos of the screen with a 3rd party device or recording any of the sessions or activities. The option to record the zoom session has been disabled for all users other than the Host and Co-host.
- 6) Use of appropriate space for the zoom calls to take place will be the responsibility of parents. Ideally all zoom events should occur with a parent present for children (within earshot) and avoid the use of a private room of the house such as a bedroom.
- 7) No one will share inappropriate images/language or content on the zoom screen by any means.
- 8) Should a child, young person have any concerns regarding they should contact the safeguarding team on [safeguarding@croxleybaptist.co.uk](mailto:safeguarding@croxleybaptist.co.uk)