

Digital Safeguarding Policy : Zoom

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 forms the basis of our policy for using Zoom and should be used alongside our standard Safeguarding Policy which is available on our website [here](#)

2. Meeting Rooms

For each of our various groups' meetings will be set up (either one offs or recurring) and the relevant links and log in details will be communicated with parents (and young people if appropriate). Parents and young people must agree to our terms of use. Parents and young people must not share login information with any other person. 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.

Anyone who breaks these terms will be removed from the meeting along with the person who invited them. The Host (Croxley Green Baptist Church) will contact them after the meeting has finished to discuss the situation.

Personal ID Meeting rooms should not be used for any activities involving children or adults at risk.

3. Don't Allow Attendees to Join Before Host

All participants joining the meeting will be held in the waiting room until the Host or Co-host verifies who they are and will then admit them to the main meeting room. They must all join using their correct name and the changing names feature will be disabled.

4. Mute Attendees on Joining

All participants will be muted on entry. They do have the ability to unmute their own microphone but should only do so when given permission from the Host or Co-host.

5. Turn Screen Sharing Off

Only the Host and Co-host can share their screen, guests will not have access to this ability. 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.

6. Turn Private Chat Off

In order to protect team members at Croxley Green Baptist Church and our children and adults at risk the Private Chat facility has been turned off. 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.

7. Waiting Rooms

On joining any meeting, all guests will be held in a waiting room and only admitted once the Host or Co-host approves their entry.

8. Locking the Meeting Room After The Meeting Starts

All Hosts and Co-hosts will protect the participants by locking the meeting room as follows:

Participants at the bottom of the Zoom window will be clicked; in the Participants pop-up box, the button that says Lock Meeting will then be clicked.

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Meetings being locked will occur at the host's discretion when all expected parties have joined. This is to allow for late comers known to the host/co-hosts.

When the meeting has been locked no new participants can then join, even if they have the meeting ID and password.

9. Social Media and Publicity

Croxley Green Baptist Church and its members will **not** post links to meeting involving children and adults at risk on any social media platform. Parents of children and or youth are not allowed to share this information on social media either. (See 2. Meeting Rooms)

10. Screenshots, Photos or Recordings

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.

Permission to record sessions will be required but will only be used in a situation that the team/host believes it necessary on safeguarding grounds, e.g. when only one Host is able to be present, **which should be avoided if at all possible**. The recorded meeting will be stored locally (not on the cloud) and will be password protected. In the event that a Host feels the need to record the session at any point, as soon as is reasonably practical they will notify the Safeguarding Team of Croxley Green Baptist Church and allow them to review the transcript and act accordingly in line with our Safeguarding procedures.

11. Room Manager

At each session there will be a room manager. This will either be the Host or co-host and they will be in charge of ensuring each session adheres to the above policy.

12. Register

As always - registers of all children, young people and adults will be kept.

13. Plan B

If for any reason we have to abort our session, we will contact guests via text message giving instructions on how to join a new session, or when the next scheduled session will begin.