



ACHIEVE **YOUR** IMPOSSIBLE

## Zoom safeguarding policy

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# Policy and Procedures

1. Ask participants to change name to their own (not parents) so they can be vetted in the waiting room. Change name function can be turned on or off.
2. Enable waiting rooms. This means you can vet participants and not allow uninvited guests, particularly if it is a public invite.
3. Turn off recording for participants.
4. Turn off private chat between participants if young or vulnerable participants.
5. Screen sharing. Turn off for other participants so they can't share inappropriate content.
6. Warn that chat will be auto saved. Avoids inappropriate language being used.
7. Ask permission before recording or screen shotting. Have a back up plan for taking notes if a participant refuses recording (one refusal means all recording ceases)
8. Be aware with host screen sharing that if you share a home screen no personal data is visible.
9. Sharing YouTube videos. When they end it can auto share the next video, which may be inappropriate.
10. Tell in advance, unruly members they will go back in the waiting room or be cut completely if they should transgress defined rules. Know where the buttons are.
11. Know where the button is to remove someone, if uninvited guests gatecrash. Or shut down the meeting immediately.
12. Advise participants
  - a. devices should be charged up and connected before the session.
  - b. Change name to the one they used to register for the meeting so they can be vetted in the waiting room.
  - c. Re. Background visual content or offered content: "We won't show you anything you won't like so please try not to show us"
  - d. Check lighting is adequate.
  - e. Ensure students are dressed appropriately and are not in pyjamas.
13. Know where the mute and mute all buttons are to eliminate Background noise ie. washing up, children in the background etc.
14. If someone appears on the screen inappropriately dressed, know where the remove button is.
15. If someone leaves without giving a reason, check in with them.

## Protocol

CircusMASH takes the utmost precautions to keep zoom a safe place for you and your youth, CircusMASH staff are trained to deliver zoom sessions safely but we ask you to follow our protocol.

Please do not share the link with anyone who has not been invited by us, and we ask you to respect everyone's privacy by not screenshotting or recording any content. We will ask permission before we do, and only if everyone has agreed to media consent. Check your backgrounds for things you

wouldn't like us to see, and forewarn family members who might come onto the screen. Parents of younger children, you may want to be in the background when we zoom. Make sure that your device is charged up and connected to the internet, and that you log on 5 minutes before the session starts in case of technical difficulties. If you have background noise, we will politely mute you to avoid disrupting the speaker. If inappropriate behaviour or language is used, verbally, in the chat, or on names, a warning will be given or you will be put back in the waiting room or removed and parents will be informed. If by any chance your child has been upset by content in the zoom, please don't hesitate to inform us. Private chat will be turned off to stop any inappropriate private messages. If a child leaves the zoom abruptly or without reason, we will contact the parent to check that they are ok.

When we start, you will arrive in a waiting room, please have a recognisable name so we know who to let in.

## GDPR statement

We (CircusMASH and all those who represent CircusMASH) undertake to not record this meeting without the consent of all parties, any recording will be only used for training and marketing purposes and any subject data will be held and dealt with according to our Privacy Statement and Privacy Policies. If recording either by audio or video of a zoom meeting is to be done, it will be announced prior to the start of recording and consent will again be requested at the time from the participants. If just one participant withholds consent, recording will not take place.

The record function that enables other participants to record the meeting will be turned off so any data retained is only held by CircusMASH. CircusMASH invites participants to online meetings and events to further the operation of CircusMASH only and therefore we strongly discourage other participants from making recordings which could be used inappropriately. Please be aware that we cannot prevent participants screen recording by using other methods, and we thus urge everyone to be mindful of the content that they deliver to the meeting, either verbally or through the audio/video and chat functions.

Should it come to our attention that any participants of an CircusMASH online meeting or event has misused CircusMASH data, including unauthorised recordings, this would be viewed as gross misconduct and will be dealt with accordingly. This could include being barred from similar events.