GUIDANCE FOR USING ZOOM

Before Zoom meeting.

- The Youth leaders will decide the purpose of the Zoom meeting and the invitees, this will be recorded and kept on file.
- Only those invited by the leaders will be allowed into the zoom meeting.
- Consent forms for any member must have been signed and returned to the leader.
- The adult leader/s send text via the parent / guardian of the young person inviting the young person to the Zoom meeting using the young person's Email.
- The text will outline to the parent / guardian the reason for the meeting.

Zoom meeting.

- There are to be at least two leaders at every zoom meeting.
- Each member will sign in and enter the waiting room
- The leaders will be on line and each potential member will be admitted to the meeting one at a time.
- Leaders will record the name of the person that appears on the screen
- Members faces must be visible to the leaders.
- Members must be in a shared space in their homes with parents / guardians in vicinity.
- No calls to be from bedrooms.
- Appropriate dress code for leaders and young people.
- Uninvited guests will be blocked.
- When in the larger group leaders are to wait to see the face of each person joining before allowing another person into the group. This will give you time to expel anyone who should not be in the meeting.

Zoom Tick list

Setting up the meeting

❏ Zoom Settings checked;

> ❏ Hosts video on
>
> ❏ Participants video on
>
> ❏ Disable "join before host"
>
> ❏ Waiting room established
>
> ❏ Disable private chat
>
> ❏ Disable "mute participants on entry" Tick box "prevent participants from saving chat"
>
> ❏ Disable "auto saving" Chats
>
> ❏ Enable screen sharing if needed.

Before opening the meeting

Meeting should commence with leaders 10 minutes prior to the main meeting.

❏ Prepare meeting activity.

❏ One leader will supervise the waiting room, remind members in the waiting room to have their correct name on screen for access.

❏ Visually confirm members when allowing access to the meeting before the next member is given access.

The meeting online

❏ The leader will place all members' microphones on mute at the beginning of the meeting.

❏ One leader supervises members' online etiquette.

❏ Lock meeting once all participants have joined.

❏ In the event of unwelcome guests, remove and block or click "end meeting".

❏ Leaders evaluation.