

CEF Britain's Zoom Guidelines for Children, Families & GNC/5DC/HBC Teams

Zoom video-conferencing has been used within CEF for several years, facilitating the ministry and the fellowship. The coronavirus pandemic has meant that many of CEF's children's activities, business meetings, prayer meetings, and training courses have had to use Zoom. These guidelines are to help those organising and running such GNCs, 5DCs, HBCs, and other children/family activities to get the best from the Zoom software and to assist the children/adults participating in them.

A. Guidelines for GNC/5DC/HBC Team (Volunteers/Leaders)

1. Consider planning a rehearsal: Schedule say 30 minutes with your team members a few days prior to your event to review the technology, discuss roles and tasks, and finalize your content to make sure that your meeting is as stress free as possible.
2. Meet as a team online 15 minutes prior to the zoom event to prepare and pray.
3. Do not share the zoom link online or via social media, share it only with your team members
4. Only children with permission can take part in zoom and receive the link
5. Children must be supervised by their families
6. Any safeguarding concerns to be shared with GNC Leader/Named person and refer to CEF GB Child Protection Officer
7. Stay online as a full team until all children have signed out/left the meeting
8. A minimum of two team members are required to run a Zoom event: One person leads/presents the event, assisted by others as appropriate; A different person hosts/oversees the event technically and is responsible for people joining the session, overseeing behaviour and responses of children, maintaining agreed protocols and taking action to remove children from the meeting if necessary etc
9. Ensure you are dressed appropriately
10. Ensure nothing visible in your background is unsuitable, inappropriate or at odds with the values of CEF or the church, if it is a Church related GNC/5DC/HBC
11. Disable the chat facility for children so they are unable to chat privately with each other
12. Keep a register of all the children and volunteers who attend
13. CEF Britain has a Pro Zoom account. CEF Workers can request to be added as additional users and be able to host meetings to extend beyond the Basic Zoom account time limit (up to 45 minutes).
14. For children who cannot join the live Zoom meeting if their homes do not have an internet connection, consider how these children may be supported to share in and interact with the programme of Good News Club, HBC or 5DC.
15. Be aware of and respect the age restrictions when using Zoom and other applications with attendees and young people. (Facebook 13 years and WhatsApp 16 years)
16. Be aware of the risks of contact details being shared inadvertently via Skype and FaceTime.

B. Guidelines for Children and Families

1. Consider planning an introductory Zoom meeting with the parents of the children who will be involved. Share with parents what you will be doing. Answer their questions. Recommend appropriate locations for the family computer, noting the background behind the child. Agree the screen names for the children. Advise dress and appropriate behaviour required from all involved during the children's meetings.
2. Parents/Carers who want their family to take part need to reply to the event email stating that they give permission for their child to take part.
3. The zoom link will be only sent to those who have given permission to participate. If you copy and paste the link and send to parents, they won't need the password as the link will allow them in without it. However, you could send parents the "Meeting ID" and "Password", especially if you're sending this out in a printed letter (the link is too long!).
4. The zoom link is not to be shared with anyone and must not be shared via social media and any other platforms
5. Helpful Zoom instructions for parents/carers:
 - Download the Zoom app for your child/young person either on a phone or computer. You do not need to create an account.
 - Click "Join a Meeting" and enter the Meeting ID and Password.
 - Please type your real name into the appropriate box so we know it's you.
 - Please don't share the Meeting ID and Password with anyone else.
 - Parents/Carers are to supervise their children at all times throughout the event

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6. We will have available at least two team members leading/overseeing at each event. One will be the host that oversees the meeting and one who is the leader presenting the event.
7. Please join at least five minutes before, so you can ensure your technology is working properly
8. Children and adults must be appropriately dressed.
9. Parents and carers should ensure there is nothing visible in your background which is unsuitable for viewing by other children in the Zoom
10. We have a right to remove any participant from the meeting should it be considered necessary.
11. No photos are to be taken of the participants

C. Safeguarding

The **CEF GB Child Protection Policy** applies for an online GNC/5DC/HBC/Camp.

Please note the following: -

CONSENT FORM

The best way to approach the consent form for this online event is to ask: "Have I specifically requested parental permission for every interaction between GNC leaders and participants?"

Details to collect:

- Child's name.
- Address (to send craft material and any follow up sheets or devotional books).
- Contact number for parent.
- Contact email for parent (you could then, for example, tell participants "we've sent [item/link/resource] to your parents by email").
- Parent's signature.

Consent you may need:

- I give permission for my child/children to access CEF website.
- I give permission for my child/children to join Zoom meetings for the online GNC/5DC/HBC/Camp.
- I give permission for any photos I send to the GNC/5DC/HBC/Camp leader to be put on an unlisted YouTube video and CEF website for the duration of GNC/5DC/HBC/Camp.

Riders:

Any content you share with GNC/5DC/HBC/Camp leaders is only accessible by those with the link and password (i.e. other children, parents and leaders).

Although we strongly discourage it, we have no control over children/parents sharing these details with others or downloading content while it is available during the GNC/5DC/HBC/Camp. Please do not send any content you do not want us to share.

AWARENESS

With an online GNC/5DC/HBC/Camp it is likely that parents will be listening to the event. Although we have nothing to hide in our usual content, there is an increased possibility of opposition and even recording of spoken content with an online event. This danger may cause leaders to be more nervous about teaching in this new context. Particular care should be taken when planning teaching.

BREAKOUT ROOMS Breakout rooms reduce the size of the meeting, and so particular care should be taken with regard to ratios. It is advisable to have two adult leaders in each Breakout Room.

Please also note the following: -

1. <https://zoom.us/childrens-privacy>
2. <https://zoom.us/terms>
3. <https://www.saferinternet.org.uk/blog/video-conferencing-children-safeguarding-and-privacy-overview>

Child Evangelism Fellowship of Britain is a charity, registered with The Charity Commission for England and Wales (No 570740) and in Scotland (SC0343). We are an international, interdenominational Christian organisation seeking to teach children and young people the Word of God. All volunteers are trained, DBS checked and operate within the bounds of our 'Child Protection Policy' guidelines. CEF Britain has public liability insurance.

All data collected is used within the bounds of the CEF Britain privacy policy.

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