



曼徹斯特華人基督教會
Manchester Chinese Christian Church

Safeguarding – Policy for Online Youth Group Meetings

Last updated: 29/10/2020

1. Enrolment and Data Protection:

Online Youth Group sessions are not public. Enrolment can be made through the Chinese Class forms by the parents or directly through Youth Group Leaders by the members themselves (as they are over 13 years old).

The youth and parents should be told what the information on their enrolment forms will be used for. Forms should include the appropriate church-approved privacy statement.

2. Zoom Meeting IDs and Passwords

Meeting IDs and passwords should not be publicised on the church website or other public social media forums. Usually they are only given directly to the youth group members or their parents. IDs and passwords should be periodically reviewed to maintain security. Contact details given in the course of enrolment may be used to disseminate the information by the person(s) appointed to do this.

3. Conducting Youth Group Sessions Online

Each adult member of the Youth Group Team plus Peer Leaders over 16 years should hold an Enhanced DBS certificate or be in the process of obtaining a certificate. Within breakout rooms, where there should be at least two leaders. If one leader is in the process of obtaining a DBS certificate the other Youth Group Team member must already hold an enhanced DBS certificate.

Main Session

There can be an unlimited number of youth in the main youth group session. The adult leaders should each be vigilant in viewing a specific small group of youth.

Breakout Rooms

There should be at least 2 leaders (at least one adult) and no more than 15 youth participant screens in each breakout room to allow adequate and safe management. (This can ensure each youth member is in view throughout each session).

- **Before the Zoom Session begins**, the following settings should be implemented:
 - a. Enable the use of Waiting Room for all sessions. A screen can be prepared to welcome the youth members and to remind of any instructions.
 - b. Disable Chat between youth but allow Chat between the youth group members and the leaders. If there are problems during the sessions individual participants can then communicate privately with the Youth Group Leaders and vice versa without disturbing the rest of the group.

- c. Disable Screen Share for all participants except hosts. If necessary, Screen Share can be enabled for specific youth group members during the sessions.
- d. Disable the Annotation function except where the ability for all to draw on the same screen is required.

- **During the Zoom Session**

The Youth Group Team should verify the identity of those joining by comparing names (from the enrolment name list of youth) before admission to the session. Should someone not be enrolled, they will not be admitted. On joining the activity and throughout, all participants should have their videos on for easy identification and have their own name displayed in a form that can be read by each Youth Group Team member.

The Youth Group Team must use the Side-by-Side/split screen function when Screen Share is in use during both the main session and the breakout rooms. In the main session, by assigning specific youth to each leader, this should ensure all youth can be seen at all times. In each session we wish to ensure that all the youth are safe and attentive. Any one-to-one chats between Youth Team leaders and youth must be saved and sent to the Church Administrator for archiving. Chats may be reviewed by the church. Failure to observe this rule will be a serious disciplinary offence. This is for safeguarding purposes.

- **Managing Inappropriate Behaviour**

If a youth displays inappropriate behaviour (verbal, via chat or otherwise), youth leaders should follow the following steps: the youth should

- First: be given a warning (individually from the Youth Group Team via Chat),
- If the behaviour persists be given a verbal warning (heard by the whole group)
- If there is still no improvement: be muted and have the video stopped. (N.B. audio can be restarted by the youth but videos can only be re-started by the leaders.)

If still persistently disruptive, the youth should be ejected from the meeting (use the “Remove” function). Once removed the youth will be able to attempt to re-join the meeting but will only be able to enter the waiting room. Whether the team allows the youth to re-join is up to the team.

The chats between the leader and the youth must be saved and sent to the Church Administrator. The chats may be reviewed by the church. If a youth is ejected a written report that gives the reason for ejection must be kept along with the saved chats. Failure to observe this rule will be a serious disciplinary offence.

As well as speaking later with the youth, a report of the incident should also be given to the parents.

4. Responsibilities and Behaviour of the Youth Group Team

The Youth Coordinator should

- Conduct the session and have informed the team beforehand of the outline
- Oversee discipline by taking an account of any disciplinary action at the after-session team meeting

- Ensure chat recordings, the register for that week and reports are sent to the Church Administrator for archiving

The Youth Group Team should

- each be vigilant in viewing a specific small group of youth
- not share sensitive or inappropriate content
- not be part of improper chats with the youth, in particular by giving undue attention to one member
- ensure all concerns within the breakout rooms are brought to the knowledge of the Youth Coordinators so appropriate action can be taken

5. Instructions to the Youth and Parents

- a. Youth/Parents should not give the log in details to anyone. Those wishing to join should enrol in an appropriate way.
- b. The youth should access the session in a quiet room. Ideally, this will be a family room and not in a bedroom. But if using a bedroom is unavoidable youth are advised to ensure no information which could lead to the identification of the youth is visible in the camera shot.
- c. The youth must remain in full view of the video camera throughout the session except for breaks permitted by the leaders.
- d. Youth should inform parents that they are attending a session.
- e. The youth as well as any who may pass in the background, should be appropriately dressed (e.g. suitable for a physical youth group session).
- f. The youth must use appropriate language and behaviour. This extends to other children/youth/adults even if they are not participating in the session but are just nearby or in the background. (We encourage verbal interaction in our sessions, so participant devices should not be muted unless specifically requested by the Youth Group Team.)
- g. Should a youth display inappropriate behaviour, a warning will be given, then the sound and video muted and if persistent, the youth will be removed from the meeting and usually not be allowed to return during that particular week and the parent(s) informed.
- h. Any individual, one-to-one, chats (text only) between a youth leader and a youth member will be recorded and saved by the church for safeguarding purposes. These recordings may be reviewed by youth leaders and other leaders of the church.
- i. Normally video recordings of youth group meetings are not made, but from time-to-time video recordings may also be made for safe-guarding purposes.