Britain Yearly Meeting
Children and Young People's Work

Event & Activity Management Policy
Procedures & Guidance 20b

Video conferencing with under 18's

Used with adaptations with the kind permission of Simon Hill, Youth Officer Diocese of Worcester, Church of England (https://drive.google.com/file/d/1tsAT3h53bm9hfkmz6HoDrtrJT78RbNGz/view accessed on 24/03/2020 at 16:27).

There are times that you may want to consider virtual meetings with your children's or teenage meeting, with your youth group or as an all age meeting.

Here is some advice on how to do this safely.

- You should not use Skype / Facetime – these are social media tools and as such share contact details with all users, you may inadvertently connect under 18's up with other people as an unintended consequence.
- Instead use a video conferencing platform such as Zoom: https://zoom.us/ this is free to use but may have a limited chat time or a paid for account allows you to host longer sessions.

Please note the following **data protection** points in relation to **Zoom**:

- Bear in mind that Zoom keeps and accesses data from any recordings, whiteboards, chat data etc – so no sensitive data should be uploaded, discussed in chats, or recorded using Zoom.
- Link to the Zoom privacy policy whenever you send meeting invites to participants, and ask them to read before joining the meeting (for Friends and any other external visitors). The link is https://zoom.us/privacy
- Do not set up an account using Google or Facebook logins.
- If hosting a meeting, try to minimise data collection through cookies opt-out in privacy settings.

Permission

Use of this may be beyond the normal running of your meeting or group and therefore needs explicit permission before use.

- **You must have approval of the body that oversees your group,** for example the Trustee body – speak to them to discuss and minute that this is happening – this does not need to be a complicated process.
- **You need parental consent** – set up an email which explains what you are doing, the date and time of the video conference session, who is hosting and which other adults will be there and an idea of what you will be doing. Ask for a reply as a form of consent and keep these emails in a separate folder. You might ask for consent for all future online sessions.

Updated March 2020

- **Use parents/carers email address** to send the meeting invite to, this ensures parents/carers are aware that it is happening and can set up their children or young people to access the session appropriately with any oversight if they want.

Recruitment and safeguarding

- 'Normal' rules should apply regarding to recruitment and safeguarding process[i] – i.e. you need at least 2[ii] safely recruited adults for a children's or teenage meeting who would normally have 'real time' contact with this group.
- Make sure both adults are "live" before participants arrive.
- If new members want to join the group, they should have 'normal' group consent forms filled in as well.
- If you are recruiting new adults to run these meetings, then your Area Meeting's Safeguarding Recruitment process must be followed before they can participate[iii].
- Codes of conduct – appropriate behaviour for adults should be followed as you would expect in the usual children's or teenage meeting or youth group setting, it might be worth a discussion together before the meeting happens.

Inclusion

- As always, be inclusive – are there any children or young people who may struggle to participate in this way, what extra support can be put in place for them?
- As well as the video interface, there is usually space to write or draw responses on the chat function or on screen share, this can help all be included.
- Be aware of and sensitive to technical difficulties. There can be issues with speakers and microphones and cameras. Use the software before the session to try and sort out any difficulties.

Do not record

Most video conferencing software allow for sessions to be recorded – this is an option for the host of the meeting only. Avoid doing this, as you would need separate permission for data capture and there are all sorts of issues around storage and GDPR. No pictures that could identify children should be taken. You should also ask participants to refrain from taking screenshots.

Further Guidance

Quaker Life and Woodbrooke have produced a guide to online worship here: https://www.woodbrooke.org.uk/Online-worship-advice.

BYM Safeguarding advice www.quaker.org.uk/our-organisation/safeguarding

---

[i] You should follow the safeguarding process as set out by your Area Meeting.

[ii] In these extraordinary times you should consider having at least one additional person available at this time, should one team member be prevented due to illness or caring responsibilities.

[iii] Safely recruited refers to the 'safer recruitment' process, which involves an application, references and interview for volunteers. If this is not yet in place in your Area Meeting you may wish to consider this going forward.