



BURGESS HILL THEATRE CLUB ZOOM POLICY FOR CHILDREN'S WORKSHOP

Guidelines for using zoom with children.

- All meetings would be by invitation only and a list of participants known prior to meeting
- Password protect the meeting for additional security
- Access only given to invited attendees and authenticated as they join
- Use waiting rooms to ensure correct people join the session
- Lock down the meeting once you have started and everyone has joined.
To do this: Tap 'More' – Go to 'Meeting settings' – Under 'Security' tap 'Lock Meeting ' as soon as all participants have arrived
- Turn off participant screen sharing
To do this: Tap 'More' – Go to 'Meeting settings' – Under 'Allow Participants to' Disable 'Share screen'
- Ensure that no photographs are taken during session. These sessions should not be shared on social media or on any postings.
- Ideally children should use their parents account rather than their own
- Agreement must be sought from the parent for the child to carry out an online session
- Session will be recorded but only kept for 14 days and then deleted.

Further information can be found at <https://www.net-aware.org.uk/networks/zoom/>

For any concerns please contact the Junior Workshop Leader or Administrator or alternatively the Club's Child Protection Officer, Nicola Collins