Advice for using video conferencing for youth work during Covid-19 from the Church of England National Safeguarding Team

1. **Risk Assessment:** as with any activity in church with children or young people, video conferencing should be properly risk assessed. Risks should be identified as should ways to manage those risks.

2. **PCC Approval:** video conferencing should be approved by the PCC, who should see the risk assessments as described above and ensure these risks have been identified and are being managed appropriately.

3. **Observe the Code of Safer Working Practice:** As with all other work with children and young people, we should ensure that the behaviour of those representing the church meets these standards during online communication and video calling.

4. **Observe the Lone Working rule:** This rule is set out in paragraph 2.1.2 of Safer Environment and Activities and applied to the online world in Section 4 of the same guidance. We strongly recommend reserving video calling for group chats rather than making one-to-one video calls.

Taking this guidance on board I would like to propose the following:

1. Approval by PCC (Point 2 of national guidelines) of our current Pathfinder and TNG activities which consist of
    a. Pathfinders (11-14s) Zoom social and Bible study, Sundays 4pm
    b. TNG (14-18s) Zoom social and Bible talk, Sundays 7.30pm
    c. TNG (14-18s) Zoom Bible study, Tuesdays 4pm

2. Approval by the PCC of the online Leader Code of Conduct and the Guidelines for children and young people, found on page 2 of this document. The guidance, which leaders and children & young people will have to agree to before joining in with the planned activities, acts as a risk assessment (point 1 of National Guidelines).

3. Approval by the full PCC of the proposed Pathfinder online registration form, found on page 3 of this document.

4. Approval by the PCC of the proposed Leaders online Code of Conduct, found on page 4 of this document

Alison Hynds

April 2020

All Saints expects that the work of its children and youth leaders will honour the Lord Jesus Christ, in accordance with Biblical principles, and the leaders' Code of Conduct includes this commitment.

<u>Code of Conduct for leaders</u>

- All leaders to have a current DBS and the appropriate level of safeguarding training.
- A minimum of 2 leaders to be present during the <u>whole</u> meeting. Leaders must be aware of others they are sharing a living space with; only the leaders must be in view and be heard to the participants.
- Leaders to connect to the meeting 15 minutes prior to the meeting starting.
- No details of the meeting to be shared on a public platform such as social media or a website.
- The meeting will be password protected and a waiting room system will be used.
- The meeting will not be recorded and no screen shots to be taken.
- All leaders to be dressed in daytime wear and to be in a 'public' room, not a leader's bedroom.
- For Pathfinders, the Zoom invitation will be sent to the parent(s). TNG parents will be copied into the Zoom invitation. A register will be kept.
- Behaviour of participants will be monitored and a young person may be removed from the meeting if their behaviour is inappropriate or disruptive to others.
- Screen sharing to only be enabled for leaders. Leaders to make use of the mute all button to reduce feedback and to make it easier to hear.

<u>Guidance for children & young people</u>

- A consent form to participate in online sessions and permission to share personal data online to be completed. (see note [1])
- All meeting invitations for the Pathfinder group to be sent to parents' email address
- Usual behaviour standards will be expected during the online session and any breaches in this may result in the young person being asked to leave the meeting.
- All children are expected to wear suitable clothing to participate in a video call. If the leaders feel that they are dressed inappropriately (i.e. nightwear) the young person will be asked to leave the meeting, get changed and rejoin the meeting.
- All children to consider their background and ensure it is appropriate for other participants to see.
- No screenshots to be taken by participants.

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[1] Please note Church of England guidance:

Consent to participate in the video chat means that young people will be sharing their personal data online. You should obtain consent prior to engaging a young person in video calling. If the young person is under 13 consent should be obtained from their parents. If they are over 13 they can be asked for consent in their own right. For children over 13 there is no requirement in data protection law to obtain parental consent, but it is advisable to let parents know that their children are engaging in video calling within church.
 Advice for using video conferencing for youth work during Covid-19-National Safeguarding Team

All Saints, Little Shelford Online Pathfinder Registration Form

First Name		Surname	
DOB		Age as of 1st April 2020	
Parent/Guardian First Name		Parent/Guardian Surname	
Parent/Guardian email address:			

I give permission for my child to participate in weekly Pathfinder meetings using Zoom on Sundays at 4pm.	YES/NO
I understand that secure log in details will be emailed to me.	YES/NO

My child agrees to the following code of conduct during the meeting: • Usual Pathfinder behaviour standards will be expected during the online session and any breaches in this may result in your child being asked to leave the meeting. • All children are expected to wear suitable clothing to participate in a video call. If the leaders feel that they are dressed inappropriately (i.e. revealing nightwear) your child will be asked to leave the meeting, get changed and rejoin the meeting. • Pathfinders to have an appropriate background that they are happy other participants can see. • Screenshots are strictly forbidden.	YES/NO

Pathfinder leaders have agreed to the following:

- All leaders will have a current DBS and the appropriate level of safeguarding training.
- A minimum of 2 leaders to be present during the whole meeting. Only the leaders will be seen and heard to the participants.
- No details of the meeting will be shared on a public platform such as social media or a website. The meeting will be password protected and a waiting room system will be used.
- The meeting will not be recorded and no screen shots will be taken.
- Behaviour of participants will be monitored and a young person may be removed from the meeting if their behaviour is inappropriate or disruptive to others.
- Leaders will make use of the mute all button to reduce feedback and to make it easier to hear. Leaders will endeavour to give everyone a chance to participate.

Signed	
Dated	

Leader's Code of Conduct

First Name		Surname	
I agree to the following Code of Conduct as a leader of Pathfinders/TNG • All leaders to have a current DBS and the appropriate level of safeguarding training. • A minimum of 2 leaders to be present during the whole meeting. Leaders must be aware of others they are sharing a living space with; only the leaders must be in view and be heard to the participants. • Leaders to connect to the meeting 15 minutes prior to the meeting starting. • No details of the meeting to be shared on a public platform such as social media or a website. • The meeting will be password protected and a waiting room system will be used. • The meeting will not be recorded and no screen shots to be taken. • All leaders to be dressed in daytime wear and to be in a 'public' room, not a leader's bedroom. • For Pathfinders, the Zoom invitation will be sent to the parent(s). TNG parents will be copied into the Zoom invitation . A register will be kept. • Behaviour of participants will be monitored and a young person may be removed from the meeting if their behaviour is inappropriate or disruptive to others. • Screen sharing to only be enabled for leaders. Leaders to make use of the mute all button to reduce feedback and to make it easier to hear.		YES/NO	
Signed			
Dated			