

POLICY FOR CONDUCT OF ON-LINE MEETINGS USING ZOOM OR OTHER ON-LINE CONFERENCING SOFTWARE

During the Covid-19 pandemic we are using Zoom video conferencing software for some of our on-line adult and children's services and activities. This policy covers our requirements for the organisation and conduct of such meetings. It is possible that in future St. Mary's may use other software for the same purpose. The general principles set out in this document also apply to the use of other such software.

1. All persons hosting Zoom meetings for St. Mary's must:
 - 1.1. Be authorised to host such meetings for St. Mary's by the Vicar or a churchwarden
 - 1.2. Be fully familiar with the features of Zoom, know how to schedule and invite people to meetings and how to conduct the meetings safely.
2. All Zoom meetings for St. Mary's must have prior approval from the Vicar or a churchwarden before they are advertised
3. All email communication regarding St. Mary's Zoom meetings must be send from a church email address and all emails must comply with St. Mary's email policy.
4. Consent arrangements
 - 4.1. The hosts of Zoom meetings of a children's group or service, must ensure that prior to the meeting consent has been obtained for all children taking part. *Only families who have signed and returned the necessary consent form are allowed to take part. No recordings/pictures can be taken without consent being given.*
 - 4.2. If the meeting is with a group of adults and (written consent is not necessary for adults), AND a child enters the meeting for whatever reason, the host must make sure that a consent form for the child has been completed and returned, before a recording can be made or pictures taken of the meeting,
5. Meeting creation and invitation
 - 5.1. When creating a Zoom meeting, the host must ensure that a random meeting ID assigned by Zoom and a password of at least 8 characters is used.
 - 5.2. The meeting should be configured so that those joining the meeting go first into a waiting room.
 - 5.3. The instructions for joining meetings must not be published on our website, social media or otherwise made available to the general public.
 - 5.4. The joining details should be provided by email or telephone only to those who have registered for the meeting or those that have made prior contact with and are known by the host or other meeting organiser. Care should be taken when sending invites to those that have registered for a meeting, but are not known to the host or other meeting organiser.
 - 5.5. It is advised that for each meeting a time is set after which the meeting will be locked so that nobody else can join the meeting. Details of the lockout time will need to be given in the Zoom invitation.
6. Conduct of meetings
 - 6.1. At least two adult leaders should be involved in any video call involving children and young people.

- 6.2. In accordance with 5.2, those joining each meeting go first into a Zoom waiting room. The host should take care that they do not admit anyone to the meeting, unless they have been sent an invitation accordance with 5.4.
- 6.3. If it is planned to make a recording, the attendees should be informed at the start of the meeting.
- 6.4. Recording of the meeting by participants should only be enabled in special circumstances.
- 6.5. Screen sharing by participants should only be enabled if necessary for the conduct of the meeting.
- 6.6. If situations arise which are likely to prevent the safe conduct of the meeting, the host should use their power to eject one or more participants from the meeting or even to terminate the meeting for all participants. In either case, a report of the incident should be made to the Vicar and churchwardens.

Notes

Paragraph 10.5 of the church's data protection policy requires that computer storing personal data for St. Mary's must be kept secure by requiring password controlled computer login and must run up-to-date anti-virus software.

St Mary's follows the Diocese of Guildford guidelines and policies relating to safeguarding children. In addition we follow national advice on the safe use of social media.

This policy was approved by the PCC on 21 July 2020