



ST MARY'S CATHEDRAL & ST ANDREW'S, RAVELSTON

Archdiocese of St Andrews & Edinburgh

Guidelines for Zoom Activities

- 1. Access to Meeting:** The meeting link and password will be sent only to parents of registered children. It will not be advertised publicly by the parish and should not be forwarded to anyone else. The waiting room feature will be enabled so that the host is always present (i.e. no-one can log-in in advance of the start-time). Once registered participants have joined, the meeting will be locked so that no-one else can join.
- 2. Meeting Features:** Only the host (and designated co-host) will be enabled to use the 'share screen' function. The meeting will never be recorded. Although guided group discussion will be encouraged, please do not use the 'chat' feature. Use of the 'raise hand' emoji is suggested – but not obligatory – for group discussion.
- 3. Identity:** The participants' video should be turned on and both parent and child should be visible on screen at all times. Only real, first names should be used – no surnames or nicknames.
- 4. Location and Dress Code:** Where possible, the meeting should take place in a public room in the house (e.g. not in a bedroom or other personal space). Participants should be fully-dressed (e.g. not in pyjamas) and everyone else in the house should know that a Zoom meeting is in progress.
- 5. Supervision:** A parent / carer will log-in to the meeting (i.e. not a child's own account) and will always be present during the meeting. They should be visible on-screen at all times, and will be encouraged to participate in activities along with their children. The sessions will be led by a trained youth leader who is familiar with these guidelines and with the Safeguarding Policy of the Bishops' Conference of Scotland. They will have been safely recruited to this role, approved by the Archdiocese for work with children and young people and undergone appropriate Safeguarding Training.
- 6. Behaviour:** Participants will be expected to conduct themselves according to the same standards as an in-person meeting: insulting, hurtful or inappropriate language will not be tolerated. During group discussions, all contributions will be heard and respected. Persistent violation of these expectations will result in the participant being removed from the meeting.



ST MARY'S CATHEDRAL & ST ANDREW'S, RAVELSTON

Parent / Carer Consent Form for Zoom Activities

Details of Child / Young Person	
Full Name	
Date of Birth	
Consent	
<ul style="list-style-type: none">- I have had an explanation by a group leader of how the above-named child will be participating in Zoom sessions organised by the parish.- I understand that the individuals leading these sessions will be appropriately trained, will follow safeguarding protocols at all times and will have been safely recruited to their roles.- I understand that if the above named child is under the age of 16 they will need to use my, or another parent/carers, Zoom account to engage with these meetings and that I/they will supervise them in doing this (please note the definition of supervision provided overleaf).- I understand and have read the Terms and Conditions for a Zoom licence (https://zoom.us/terms) and have read the parish guidance on Zoom (found overleaf).- I give my consent for my child to participate in Zoom meetings organised by the parish for the purpose of: Sacramental Preparation for Children: Confirmation- Please see the Archdiocese of St Andrews & Edinburgh GDPR policy for how we use your personal data: https://archedinburgh.org/privacy-policy/	
Print Name	
Relationship to Child	
Signature	
Date	