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# Redeemer Kids & Youth.

## Online Safeguarding

# Parent info.

For children to join in a Redeemer Youth Zoom, we will need the consent of the parent/ carer. To find the consent form, please click the link below:

<https://docs.google.com/forms/d/e/1FAIpQLSfybkLzQOlowfwINTu12vqpMUO32ZVKbHI-6LFybOaTJrSOxw/viewform>

The group leader will be the named host of each meeting. So your child will receive an invitation to join a “meeting” with **Redeemer Youth**. Please ensure your child knows this. The “meeting” will be a closed meeting. Only people we have consent to contact (because you as parents have updated your child’s email address) will be invited.

For the security of the group, it’s important that children access the meeting using their own name, not changing it to a fictional character or pseudonym, as they will not be admitted into the Zoom. This is a platform where you can see and hear other people live. There is an option to just have a profile picture. However, the purpose of us hosting meetings in this way is to offer that connection the young people are missing from being able to go to school or out and about to see friends.

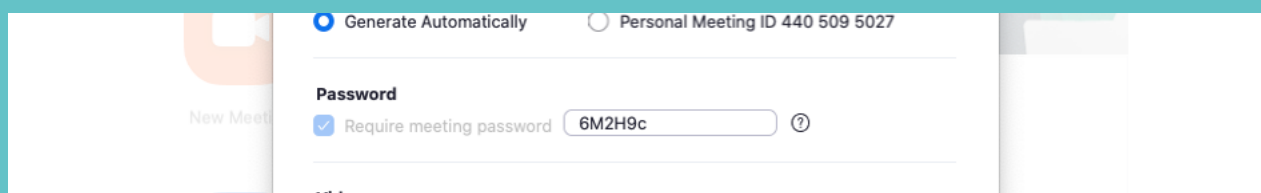
The only adults invited to join or co-host these meetings will be part of the Redeemer Kids & Youth team, who all have valid DBS checks with us. No 1:1 meetings or “unplanned” meetings will be held between youth and youth leaders. If you as a parent have a concern about your child or your child wants to talk to someone privately please contact the safeguarding team directly and we can understand what the concern is together and try to offer support to resolve it appropriately (safeguarding@redeemer.co.uk).

## Good practice guide for leaders.

### 1. Don’t advertise the Meeting ID and password

Each Zoom meeting has a unique ID number and password. Give these to meeting participants directly (e.g via email or telephone), don’t put them somewhere where anyone can see them (for instance, on a publicly-accessible Facebook page).

Passwords are now created automatically and will be required for every meeting; however, Zoom uses a 6 digit/character password as a default. It is recommended that you add 4 additional characters to make it more secure.



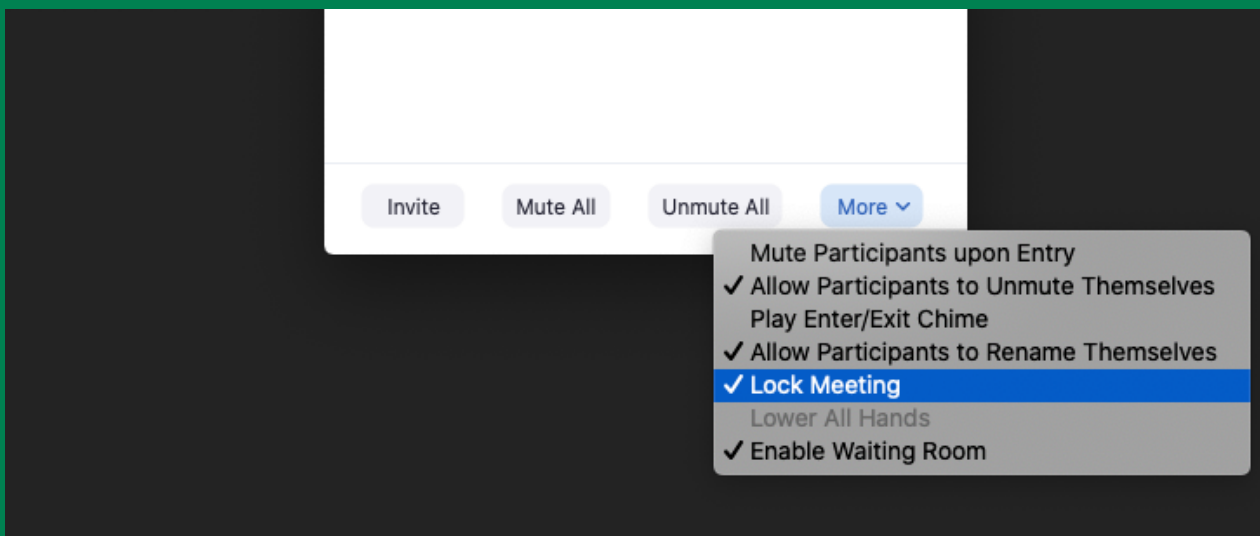
The screenshot shows the Zoom meeting creation interface. At the top, there are two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 440 509 5027'. Below this is a 'Password' section with a checked box for 'Require meeting password' and a text input field containing '6M2H9c'. A help icon (?) is visible next to the password field. The 'Video' section is partially visible at the bottom.

## 2. Use the Waiting Room option

This is now a default feature but it is still best to check. When enabled, anyone who joins the meeting will be placed into a 'waiting room' where they will be shown a message stating "Please wait, the meeting host will let you in soon". The meeting host will then be alerted when anyone joins the meeting and can see those waiting by clicking on the 'Manage Participants' button on the meeting toolbar. If you don't know them don't let them in.

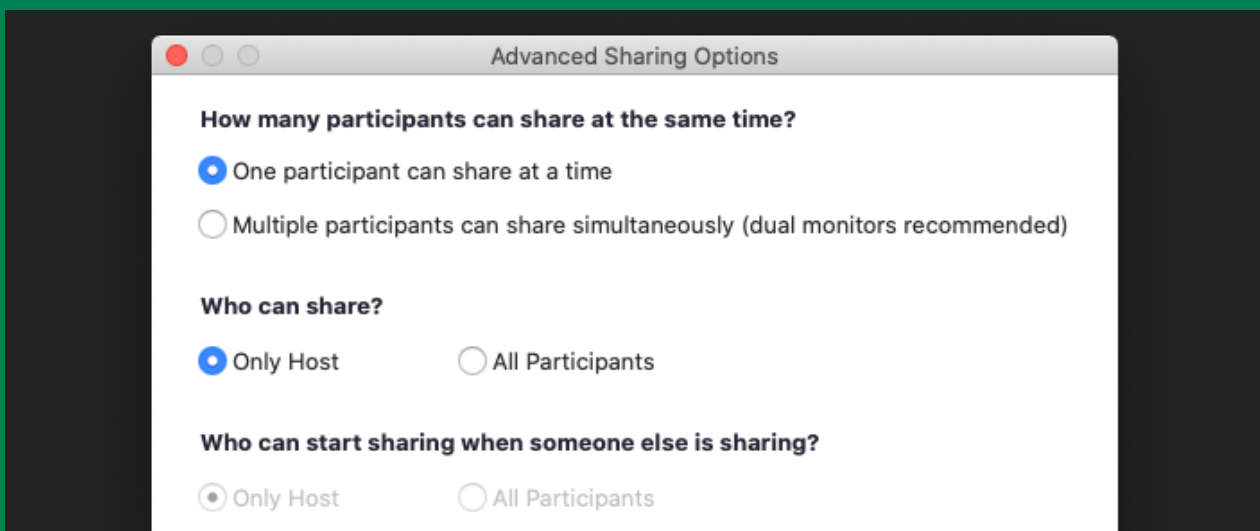
## 3. Lock the meeting when everyone is in

If everyone has joined your meeting and you are not inviting anyone else, you should lock the meeting so that nobody else can join. To do this, click on the 'Manage Participants' button on the Zoom toolbar and select 'MORE' at the bottom of the participants page. Then select the 'Lock Meeting' option.



## 4. Disable participant screen sharing

As a host, this can be done in a meeting by clicking on the up arrow next to 'Share Screen' in the Zoom toolbar and then clicking on 'Advanced Sharing Options'. When the Advanced Sharing Option screen opens, change the 'Who can Share?' setting to 'Only Host'. If the meeting requires others to share documents, send these to the host for display.



## 5. Know who is in the meeting

For most situations in church, youth leaders will know the meeting participants beforehand, as they will be members of the youth group. As the Covid-19 lockdown progresses, however, it is possible that new people will join the youth group and want to join any video-conferencing sessions. This raises the possibility that adults who may present a risk to young people present themselves online as if they are themselves young people, in order to join such a group.

Obviously the easiest way to ensure this does not happen is to use the video facility so you can see who the participants are, but someone seeking to infiltrate a group like this may, for instance, claim that the camera on their computer isn't working, or that their internet connection isn't very good so they have to turn the camera off.

Remember that they will still be able to see the other participants in the meeting, even if you cannot see them. Youth leaders and others involved in this area in the church will need to consider how to manage this risk, ensuring that whoever is involved in video-conferencing sessions with young people is appropriate to be there.

## 6. Ensure that you do not record meetings

There is an option to record meetings in Zoom but we recommend that you turn this option off when using Zoom for meetings involving young people. Under GDPR, recording meetings requires consent. This causes unnecessary complication and we recommend that recording is avoided unless absolutely essential.

## 7. Manage meetings safely using Zoom tools

There are two other tools within Zoom that you may wish to be aware of, in particular:

- **Expel a Participant:** in the participants menu, you can hover your cursor over a participant's name, and several options will appear, including Remove. Click that to remove a participant from the meeting. They are unable to get back in if you then click Lock Meeting.
- **Attendee On-Hold:** if you need a private moment, you can put attendees on hold. The attendee's video and audio connections will be disabled momentarily. Click on the attendee's video thumbnail and select Start Attendee On-Hold to activate this feature.

# Sample risk assessment for using Zoom with Kids & Youth.

Below is a sample risk assessment for using Zoom with young people in Church, using the risk assessment template available on the Church of England safeguarding web pages. Only one risk is identified here for illustrative purposes; you will need to identify all the risks of using Zoom and put mitigation strategies in place accordingly.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage the risk?	Action by whom?	Action by when?	Done
Unknown people attending meetings.	Young people in meetings whose identity may be exposed to unknown people.	Using passwords for meetings.	<ul style="list-style-type: none"> <li>• Avoid making passwords publicly available</li> <li>• Use Zoom's Waiting Room feature</li> <li>• Lock meetings when all invitees are in</li> <li>• Only allow people in meetings who are using their cameras</li> </ul>	Youth Leader/ meeting leader	Immediately	



**thirtyone:eight**

Creating safer places. Together.

See [https://thirtyoneeight.org/media/2588/guidanc-for-online-youth-work\\_v3.pdf](https://thirtyoneeight.org/media/2588/guidanc-for-online-youth-work_v3.pdf) for further guidance.

**If you have any concerns about Safeguarding at Redeemer, please email [safeguarding@redeemer.co.uk](mailto:safeguarding@redeemer.co.uk)**

**Redeemer  
Kids & Youth.**

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