

Children's World protocol for using Zoom

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per Children's World Child Protection Policy and where appropriate, referrals should still be made to children's social care and as required, the police.

Children's World Charity will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Online interaction should follow the same principles as set out in the Staff/Volunteers code of conduct.

Staff/Volunteers must only use platforms agreed by the Charity to communicate with children.

Staff/Volunteers must read and follow Children's World 'Use of Zoom' Risk Assessment at all times.

When using a platform to communicate with Children, 2 Children's World staff/volunteers will be present at all times. It is the responsibility of the Children's World Charity Staff /Volunteers to gate keep and continually check content and comments.

1:1 video conferencing is strictly prohibited. On no occasion should Staff/Volunteers make or take video calls with children on a 1 to 1 basis.

Staff/Volunteers should record the length, time, date and attendance of any sessions held.

Staff should ensure they are working from a suitable area when accessing virtual calls or meetings.

Staff should ensure that once all children are within the meeting, the meeting will be locked so that no other members can join.

Staff will remove any participants who are not following these guidelines.

The meeting will be ended if the member of staff witnesses or hears anything of concern. The details will be passed to the Charities DSL immediately for further action.

Link:

www.zoom.us/security