

Dromore Diocesan Youth Com

Safe-Guarding Code of Conduct for the use of Zoom/ Microsoft Teams

Young people:-

1. Young people who wish to participate in a programme offered by the Diocesan or Parish within, are required to complete an online booking form; read and comply with the code of conduct as follows.
2. Microsoft Teams must only be used in public spaces (not in a bedroom or other private space).
3. Only registered participants will be invited to attend a meeting by the host, who will represent the group managing the programme.
4. Young people must not pass the invitation to others (they should encourage them to register with the host to participate)
5. Young people must not take photographs of those attending a Microsoft Teams meeting or record the session.
6. Young people while participating on a Microsoft Teams meeting are asked not to exchange personal information with each others on this public forum (mobile numbers, email address, Instagram Facebook info, and home address)
7. Young people are asked to keep their Cameras on while using Microsoft Teams.
8. The private messaging option on Microsoft Teams will be switch off during the session. This is to enable the participants to develop as a Youth Space community.
9. Young people are asked to work together, promoting participation and respect for all
10. Young people are asked to be mindful of time – to give time and space for all to participate.
11. Young people are reminded that leaders have the right to block the participation of someone who is not giving due respect to others or the spirit of the programme.

If young people have any concerns in relation to this programme, the use of MST or a Safe-guarding issue please contact a leader

or DLP Pat Carville 07789917741

For Parents:-

1. Parents are required to complete their section of the online application form and read the code of conduct – (all sections).
2. Parents will be contacted via phone to confirm consent given online.
3. Parents are required to be present within the home while their son/daughter is using Microsoft Teams and participating on a Diocesan/Parish Programme.
4. Parents are asked to encourage their son/daughter to participate positively in the programme and adhere to the code of conduct as detailed.
5. Parents are invited to engage with their son/daughter post the session offering their time, words of encouragement and prayer together.

For Leaders:-

1. Leaders will comply with Diocesan Safe-guarding Policy – they will be vetted and have attended a Safe guard Awareness session – plus additional training in relation to on line work with young people.
2. Leaders will not work alone on Microsoft Team, nor will they work on a one – one. At all times there will be at least 2 leaders, this ratio will increase pending numbers. 2 leaders – 8 young people and 3 to 16, one more for every additional 8 participants.
3. Leaders will set up MST via Parish/Diocesan email.
4. Leaders will treat all participants with respect and encourage all participate.
5. Leaders will model their faith through their team work, respect for each other and willingness to help.
6. The host of the programme will not admit young people to an MST meeting until at least one other leader has signed in – time keeping is paramount.
7. Leaders will manage all on line booking forms in line with the Diocesan Data Protection Policy – they will be stored securely until the programme is complete – all information will then be forwarded to either the Parish Office or Diocesan Office.
8. Leaders will contact you by phone as a process to confirm your consent for your child to participate in this online programme via Microsoft Team.

1. While participating in a zoom session personal information, should not be shared, contact details etc
2. Concerns in relation to Safe Guarding should be passed onto Pat Carville – the Diocesan Designated Officer -

This code of conduct applies to all – young people and adults participating on Zoom

I invite you to pray for the continued good work of your ministry and our young people and for each other at these challenging times.