**Good Practice with Zoom/ Microsoft teams**

**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;

**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.

**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; as shown below. 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 , leaders will know the meeting participants beforehand, as they will be members of the youth group. It is recommended that you use the video facility to view all participants.

**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 children and young people. Recording meetings requires consent, and under GDPR that consent can be withdrawn at any time.

**7. Manage meetings safely using Zoom or MT 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.

**8. Value and respect**

Always encourage participants to follow the directions of the session leaders and ensure that while online they will value and respect the opinions of others. During sessions ensure that they engage fully with the online discussion and tasks.

Inform Parent/ carers that they should find a suitable place in the home for the child to engage in the meeting, preferably not the child’s bedroom. It is asked that the remain in an adjoining room during the session