



Safeguarding recommendations for Zoom meetings with children involved.

For safeguarding purposes it is important that only those invited to the meeting should be able to view and that only appropriate images are visible, therefore the following should be in place:

- The link inviting people to attend should be sent individually to the parent's email and they should be asked not to share that link.
- There must be a waiting room, the host of the meeting should let in only those who have been invited. The host (with DBS) should also be responsible for watching the screens throughout the meeting to ensure appropriate behaviour and remove anyone/anything which is inappropriate from the meeting. *(for the panto, the host should not be a performing participant)*
- Private messaging (chat) should be disabled as this is not visible to the organisers.
- The meeting should not be recorded.

Parents should be made aware of and agree to the following:

- Not to share the link to the meeting.
- They should not record the meeting in any way (ie screen shots etc)
- A parent or adult should be present to ensure appropriate behaviour (some young children do not always understand what is appropriate to be seen).
- Children should not be on camera in bedrooms.
- Parents should also be aware of what may be seen in the background and not inadvertently display private or sensitive details.