

Safeguarding Procedures – Using Zoom

What measures are we introducing to keep participants safe in our online sessions?

- **Unique Meeting ID & Password Protection**

In order to access a scheduled session or workshop, each Zoom session will have a unique Meeting ID, as well as a Password, which will be emailed to participants at least thirty minutes before the session start time. The Meeting ID and Password will be different for each session. It is essential that the Meeting ID and Password are not shared publicly – particularly online or via social media. If it is discovered that the Meeting ID and/or Password have been shared, we will consider this a breach of our Safeguarding practice, and immediately close down the session. Any participant responsible for sharing this information may be permanently removed from the group.

- **Zoom Waiting Room**

The session host – in this instance, the workshop leader – will be responsible for admitting participants into each session on Zoom. When logging into Zoom, participants will be placed into a virtual Waiting Room, where they will remain until the session host grants them access to the session. In the unlikely event that someone from outside of the group has managed to access the Meeting ID and/or Password, the session host will be able to see this, and deny access to the session.

- **Chat Functions**

In order to monitor interaction between participants, the Chat Function on Zoom will be set up so that participants can type a message to the session host only. This is in place to avoid the risk of private conversations between participants, including documents being shared and online bullying. With the option to still speak with the session host, questions or concerns can still be raised, aside from the wider group, should there be a need.

- **Record Functions**

In order to ensure that participants are not using the video Record Function on Zoom, this will be disabled. Session hosts will be notified of any participant trying to use the video Record Function in the Zoom session and will be able to deny permission. In the unlikely event that a session host wishes to record a session, even for just a short period within a session, participants will be notified via email in advance to explain the purpose for this recording. This prior warning will give participants enough time to deny permission of the recording, or to request that they are withdrawn from session activity during the period of recording.

- **Session Host & Session Co-Host**

Each session that is hosted via the Zoom platform will always have two supervising adults present. Each adult has been assigned following an acceptable Enhanced DBS check, and current Safeguarding training. Having two supervising adults present in each session allows for both additional technical and additional pastoral support for each participant. Each session host and session co-host is presented with a list of expected conduct:

1. Sessions should always be conducted from an appropriate space within their remote location, i.e. a seating area, an office space. It will be deemed highly inappropriate for a session to take place in a personal space such as a bedroom or bathroom.
 2. Session hosts should present themselves – in both conduct and appearance – in a professional manner, expected of all employees of Oxford Playhouse.
 3. Session hosts should plan flexible sessions to suit participants of varying levels of experience and comfortability. They should respond to the needs and responses of each participant that they work with.
 4. Session hosts should ensure they are aware of physical, emotional and behavioural barriers that might cause a participant to struggle with a specific part of a session. All attempts should be made to avoid any such barriers from limiting a participant's involvement in a session and should be treated with caution and concern at all times.
 5. Session hosts should maintain regular contact with participants outside of sessions to ensure that the best care and support is always provided for members, in line with both the wishes of the participant and the strictest concern for safeguarding.
- **Further Safeguarding Support**
Should there be any concerns – from a participant or session host – about the safety and welfare of a participant who takes part in any session that is hosted by Oxford Playhouse, this should be raised with our Designated Safeguarding Lead.

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The Designated Safeguarding Lead is the organisation's senior point of contact with responsibility for the safety and welfare of young people and vulnerable adults. Should anyone need to disclose a concern, seek advice, or request support to contact external agencies, the contact details above can be used to contact the Designated Safeguarding Lead.

Additional guidance on how to stay safe online can be found on the Get Safe Online website:
<https://www.getsafeonline.org/protecting-yourself/>