



St Anne's, Kew Guide to Using 'Zoom' / Online Video-conferencing

Guidelines for staying safe

During COVID-19, St Anne's – like many churches – is using online video-conferencing to stay in touch with members of its congregation and associated groups. In order to keep safe while doing so, users of the St Anne's Zoom account (or anyone conducting a video-conference *on behalf of* St Anne's Church) is asked to keep to the following guidelines.

- Only give out the meeting ID/ address to people you know & want in your meeting
- Ask that the people you invite *do not* pass on the invitation, but contact you directly for it
- Enable the use of a password for your meeting and only give it to invitees
- Enable a 'Waiting Room' facility for participants, who can be accepted into the room only once the host is in the meeting room
- Mute participants on entry to the meeting, and as host, let participants know you will retain control of the mute function (mute participants according to the needs of the meeting)
- *Do not* record the meeting without asking permission from the participants
- *Do not* photograph the meeting without asking participants
- *Do not* share the meeting on social media
- Screen-sharing should only take place with the permission of the host; all content must be appropriate to the meeting
- If anything inappropriate should take place, the host must end the meeting immediately
- Zoom (or similar) meetings including **children** must have at least 2 adults present; the host must hold a DBS check.
- Safeguarding procedures must be adhered to and any disclosures or concerns reported to the Church Safeguarding Officer: Danielle Ramrekar-Singh

6.4.20 Emily Norman, Assistant to the Incumbent

Review date: June 2020 (should be kept under regular review due to the fast-moving situation)