** Zoom Safety Protocol**

The following protocol should be followed for all Zoom meetings where under 16s may be in attendance.

1. Zoom is only licensed for over 16s, so links should only be sent to parents/carers, not the children.
2. By clicking on the link, parents/carers should made aware that they are agreeing to the rest of this protocol, namely ensuring that:
   1. – there is a responsible adult available throughout to supervise their child/children
   2. – the Zoom takes place in family space, not a bedroom
   3. – the camera is switched on at all times
   4. – everyone who may appear is suitably dressed
   5. – everything visible in the background is appropriate
   6. – everything audible in the background is appropriate
   7. – the mobile number given is switched on and fully charged in case of emergency
   8. – the on screen name is the child’s first name only
   9. – no recording of any part of the Zoom call is made, including no photography, screen shots etc
   10. – they do not share the Zoom link without express permission from the host
3. There will be at least two DBS checked adults on the Zoom call at all times
4. A register will be taken of all adults and children in attendance on the Zoom call
5. The Zoom chat facility will be disabled so that everyone can only communicate with the host.
6. The parents/carers have contact details of the Safeguarding Officer in case of concern