

# Sample: Zoom digital skill sessions safeguarding policy

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## **Introduction**

To include:

- Why safety and safeguarding are important.
- Links to your organisation's main Safeguarding Policy and Safeguarding contact information.
- Outline of your digital skills support and how Zoom will be used.

## **Policy on use of Zoom by Digital Champions**

### **Arranging and facilitating sessions**

- All digital skills sessions must be hosted via a licensed version of Zoom, owned by the organisation. Personal accounts should not be used to facilitate a meeting.
- Sessions will be hosted by a member of staff on a Digital Champions behalf. The designated meeting host shall be responsible for the invitation, communication and record keeping related to the session.
- The designated meeting host is responsible for all security aspects within the meeting but may assign a co-host (such as a Digital Champion).
- The designated meeting host shall send the meeting invitation by email as the preferred method, or by WhatsApp or text if agreed with the participants.
- All designated meeting hosts and co-hosts must adopt the use of video (unless there is a technical reason that day why they cannot). It is at the discretion of the learner as to whether they feel comfortable using their video.

### **Security within sessions**

- All sessions should have a password and make use of the Waiting Room.
- The session must be 'Locked' once all expected attendees are present.
- The host should know how to remove a Participant immediately.
- The recording of group sessions is allowed although participants must be made aware beforehand. Personal sessions should not be recorded.
- First names only should be used as display names.

### **Personal conduct in Zoom sessions**

- It is recommended that Digital Champions sit against a neutral background or use an alternative background to protect their privacy.
- Dress and manner should be reasonable and appropriate for a workplace conversation.
- If as part of a session the Digital Champion needs to share their screen, it is recommended they turn off automatic notifications and close all unnecessary screens.
- If at any point the Digital Champion becomes uncomfortable in the session, they should end it immediately and report the situation to their supervisor.