



## Providing a safe digital environment ...

Your club may now be using online digital platforms to hold your regular activities and meetings. As club officers, it is important that you make sure that you continue to keep members' safety and wellbeing part of your plans. A number of large digital meetings are being targeted by hackers so it is important to put some simple safety measures in place.

### **Inform parents of under 18-year-olds of the meetings**

If you have not already done so inform parents that you will be holding virtual YFC meetings/activities and ask if their child can join. Make sure they know the time and day and how it will run e.g name of the provider, how to join, the password etc. Contacting parents will also give them the opportunity to ask questions.

### **Set a password for your meeting**

When you set up your digital meetings change your settings so that the meetings have a password. Remember to email the participants (or parents of younger members) the password, DO NOT put this password onto a public internet site such as Facebook.

### **Zoom has a waiting room function**

The Waiting Room in Zoom allows the host to control when a participant joins the meeting. The host can admit one attendee or everyone at once. This aims to stop "Zoom-bombing", in which hackers infiltrate video meetings, often shouting racial slurs or threats.

### **Kick people out**

If you have disabled the waiting room option, the host can remove people from the meeting by managing participants.

### **Check your privacy settings**

Check your privacy settings so that you are not showing more personal information you want to on social media sites. Check the privacy settings on a regular basis as they can be frequently updated and some apps also reveal your location.

### **Group agreement**

Just like you would in your normal YFC meetings, make sure that everyone is respectful of each other and able to participate in a safe environment. Inclusion of members is really important at this time.

### **Recording**

Only the host of Zoom can allow recording. Unless the meeting is a formal committee meeting there is no need to record. If you do record or take an image of all the participants you need the consent of those taking part the parents consent of those under the age of 18.

### **Useful sites:**

Youth work support  
The Mix

<https://youthworksupport.co.uk/>

<https://www.themix.org.uk/search/safe+online>

