

## **'Zoom' Policy for Hanborough and Freeland Benefice**

This policy has been developed to explain how 'Zoom' is used for services within the Benefice, and the steps that are taken to safeguard those attending.

### **Procedures for admitting participants/safeguarding**

1	As far as reasonably possible the aim is to be aware of all who are attending services on Zoom. The enabling of the 'Waiting Room' function will help with this.
2	This 'Zoom event' is primarily with people who know each other, but there may be other people taking part including visitors who are always welcome!
3	Our website states that all are welcome to join our on-line services and asks people to contact our administrator. Our administrator then asks for their email details which then go on Mail Chimp from which a link to the service is sent each Sunday.
4	Mail Chimp is the system that is used to send emails to an audience that has given permission for emails/communications to be sent.
5	Any concerns are followed up...we check discreetly who people are. Checks are carried out purely for the protection of our congregations and especially the children who are worshipping live through Zoom.
6	You will be welcomed on arrival.
7	No-one will have access to your computer beyond the Zoom event but be mindful of who you are talking to and what you say about yourself.
8	There is a 'chat' feature on Zoom. All must be aware of who you are talking to as you would in church.
9	Children joining this Zoom worship should always be accompanied by an adult. This is the responsibility of their parent or guardian.
10	The host will lock the service at 10.15am to safeguard the congregation.

**Users are responsible for...**

1	Everyone should be aware that names appear on the screen – you are given an option to choose which name you would like to be displayed.
2	You can join Zoom on the computer and only use the ‘sound’ access and not ‘video’. Your chosen name will still appear as present.
3	If you join worship by telephone, your phone number will be seen on screen, the host can change the number to your given/chosen name with your permission to ensure your privacy is protected.
4	No-one will have access to your computer beyond the Zoom event but be mindful of who you are talking to and what you say about yourself.
5	If you are joining the worship using the live video link, please be aware everyone can see you! They can also see the room behind you as it appears on the screen. You may wish to avoid photos appearing on screen which are in your room of children, or any other information which may reveal your location.
6	Children joining this Zoom worship should always be accompanied by an adult. This is the responsibility of their parent or guardian.
7	When you join the Zoom Service you will be on mute. You can choose to unmute yourself in order to speak with others. Please remember that when you are unmuted everyone will be able to hear you.
8	The host will mute everyone just before the service begins.
9	If you are taking part in the service remember to remove all phones from your room and either switch mobile phones off or put them on aeroplane mode.
10	If you are speaking in the service, you will be asked by the host to unmute just before you are due to speak. E.g. During the last two lines of a hymn/song/reading etc. Please remember to stay silent until asked to speak as everyone will hear you.

### Style of Service

1	There will be an opportunity to meet in break-out rooms after the service. You will be randomly allocated to a group by host. [Think of this as meeting after a service for coffee]
2	As we have four congregations that normally meet regularly, the 'Zoom Service' will be representative of the varying traditions.
3	Services will involve representatives from each of the congregations.
4	If you have any questions about the service, please contact one of the clergy team.

To be reviewed September 2021