



Zoom Etiquette and Safeguarding during Live Sessions

We look forward to hosting you in one of our live sessions via Zoom. We will send out an invitation link that includes a room ID and password before your session is due to start.

Safeguarding is extremely important to us and, to ensure that our meeting runs smoothly and safely, please observe the following rules:

- Please mute your microphone and turn your camera off unless instructed to do otherwise.
- Please set your computer or device up in a communal area of the house if possible or an appropriate room. A parent or guardian must remain in the same room as the child participating in the Zoom session for the duration of the meeting. Adults are welcome to join in if they like.
- All participants in sessions are asked to be suitably dressed and have any required stationery or equipment to hand.
- Should the facilitator ask for cameras to be switched on, please consider data protection to ensure that no identifying information about you or your child is visible in the background, such as addresses on envelopes. Having a blank wall as a background if possible is best.
- Ensure that everyone in your household is aware that a live session is taking place so that they do not inadvertently appear on the webcam.
- The Zoom session facilitator will always be the first and last to enter the room so that any conversations are always supervised.
- Please do not film or record the session in any way.
- Any questions should be sent via communal chat or by email to k.edwards@bhmm.org.uk