

St John's Church, Ranmoor

Zoom Permission Form for children and vulnerable adults

In order to make sure that your child stays safe online, we ask that you do the following:

- Access to the zoom Platform is made through the parent/carers account
- An appropriate adult, e.g a parent or carer will remain in the room with young members during video or conference calls to help or join in. For older children please make sure there's an appropriate adult nearby so that they can ask for help if they need it.
- For younger members, you will 'drop off' your child at the meeting like you would at a practice, so we know that they have an appropriate adult nearby if they need a hand. This will also give us a chance to talk with you if we need to.
- Your young member must take part in the video call in a suitable communal environment (not a bedroom) and be appropriately dressed, but they should be fully dressed in clothing that covers top and bottom half of the body). All members of the household must be aware that the call is taking place and make sure they use appropriate language and behaviour when nearby or in the background. Some of the video calling software has a built-in option to 'blur' the background - you may feel this is an appropriate feature to turn on.
- You will make sure your young member has 'logged off' the call correctly and signed out before turning off any devices.
- You and your young member will not try to contact any church officers using these online tools outside of the pre-arranged calls. If you need to contact a church leader for any reason you will do so following your normal contact procedures (i.e. emailing).

St John's Church will ensure:

- **Lock the Meeting:** when you're in the meeting, click Participants at the bottom of your Zoom window. In the participants pop-up box, you will see a button that says Lock Meeting. When you lock the meeting, no new participants can join, even if they have the meeting ID and password.
- **Expel a Participant:** still in that participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick a participant out of the meeting. They can't get back in if you then click Lock Meeting.
- **Prevent Participants from Screen Sharing:** In the host controls, click the arrow next to Share Screen and click Advanced Sharing Options. Under "Who can share?" choose "Only Host" and close the window.
- **Attendee On-Hold:** if you need a private moment, you can put attendees on-hold. The attendee's video and audio connections will be disabled momentarily. Click on the attendee's video thumbnail and select Start Attendee On-Hold to activate this feature.
- **Recording the call:** At no time will the video be recorded.
- **Disabling Video:** Officers can turn participant video off and request to start participant video. This will allow instructors to block unwanted, distracting or inappropriate gestures on video.
- **Mute participants or Mute All:** Instructors can turn mute / unmute participants or all. This will allow instructors to block unwanted, distracting or inappropriate noise from the meeting.

In signing this you are confirming that (please tick all that apply):

- you have read, understood and agree to your part in the above requirements.
- you give consent for your child to be part of online singing practice and lessons.
- you give photo and video consent for your child to appear on zoom and this will not be reproduced in any way.

Signature Parent:

Name of Child:

Date:

Please complete and return the form (photograph or scan) to administrator@stjohnsranmoor.org.uk