***(Ministry name here)* Zoom Engagement Guidelines
Parents, Caregivers and Children**

***(Ministry name here)***, as a part of ***(church name here)***, have chosen to operate on Zoom during the isolation period for ***(specific ministries running on Zoom here)***. As you join us, for your safety, and the safety of the children’s leadership team, we require you to observe the following guidelines:

**Participants under 18 years old can only join if a permission note has been completed by parents or guardians. This includes Children and Junior Leaders under 18.**
If you need a permission note for online meetings, please email ***(email here)***. One permission note can be filled for multiple meetings. For example, you can give permission to join each ***(meeting time here)*** for the remainder of the year. Please note that our leaders will be instructed to not allow children to log in/remain in a meeting without this.

**For Children under 12yrs parents must be present for the whole time the child is on Zoom.**

Parents are required to remain for the duration of the meeting for any of the children’s groups e.g. participating with child/assisting with technology (years K-2) or remaining in the background of the video feed/assisting with technology (years 3-5). ***The presence of the parent can be an acceptable form of permission from parents where written permission has not been obtained.***

**All communication will be from official channels to parents only.**
Please note that neither ***(church name here)*** nor any of our leaders will make contact with your children to communicate any information about the Zoom meetings or any other details.

Any invitations to meetings or changes to the program will be communicated directly to the parents by the ministry leader. Invitations to the meetings will come from the ***(church/ministry name here)*** team and should not be shared with others.

**Participants must only join Zoom from an appropriate location.**

Appropriate locations are shared spaces like living rooms or kitchens which are easily accessible to parents and caregivers. Inappropriate locations are private places like bedrooms and bathrooms. Please also consider what is in the background of your chosen meeting space e.g. no personal identifying information or photos, avoid having the entrance to bathrooms and bedrooms in the background.

**Participants are not to record or share *(specific ministry name/s here)* meetings.**
Leaders will turn off this function where possible. There are legal ramifications for photographing or recording people without consent. Where there is only one leader present, we are required to record the meeting and store the recording, ***however,*** ***(ministry name here)*** ***are putting in strict guidelines that a minimum of two leaders be present in every Zoom meeting and breakout session, so this will be avoided (optional)***. Clear warning will be given to parents and participants if a meeting needs to be recorded before it begins. Participants do not have permission to show others the content of the meeting by sharing the screen or audio with others (including as it happens). We do recognise that parents and caregivers are an exception and ask that they respect the privacy and confidentiality of other participants, treating any personal information that is heard with discretion.

**All meetings must be on an official *(church name here)*** **Zoom account, be scheduled and have two safe ministry qualified leaders present.**
Each ***(name of groups meeting)*** will have / operate on an official church account and invitations to the scheduled meetings will be sent out from these accounts. We will have two adults with a current Working with Children Check and current Safe Ministry qualifications present in each Zoom meeting and breakout session. ***However, if this is not possible and only one leader is present in a meeting or breakout session, we will record the meeting and store the recording******(optional).*** A minister of ***(church name here)*** will always be made aware of any meetings happening.

**Participants must wear appropriate attire while on Zoom.**
We ask that participants wear appropriate attire just as they would if going to ***(ministry name here)***. This means no pyjamas and no revealing or inappropriate clothing.

**Participants must not share any inappropriate text, images, videos, backgrounds or any other content in the live feed, chat function or by any other means. Participants must not engage in any inappropriate conversations.**
Any content that could be considered by the moderators to be pornographic, bullying, derogatory, defamatory, ungodly or in any way inappropriate will not be tolerated. This includes what participants say both verbally and using the private chat function (if this has not been disabled). Moderators reserve the right to view and delete all content shared on the official Zoom accounts.

**Private chat functions will be disabled where possible for meetings with Children.**

**All regular Safe Ministry and Faithfulness in Service guidelines will be followed by all participants.**
For more information on these guidelines please see:
- Safe Ministry: <https://safeministry.org.au/>
- Faithfulness in Service: <https://safeministry.org.au/faithfulness-in-service-code-of-conduct/>

**All *(ministry name here)* gatherings will be held virtually until otherwise advised.**
We are being diligently compliant with all government guidelines and will communicate when we are able to meet face to face again.

**Communication between Children and their leaders.**

Communication between Children and their leaders on any virtual platforms should use public forums such as a group meeting on Zoom. These forums must have at least two leaders, two children and the children’s parents present. Social media platforms that immediately delete content (e.g. Snapchat) should never be used for child-leader interaction.

**Phone Contact.**
Any phone contact should be for ministry purposes only. It should be with parents or guardians and then, if appropriate, with the child e.g. if the child answers the phone the leader should speak to the parent first and explain why they are calling then speak to the child if appropriate. Contact should never be made with a primary student on their mobile phone. SMS can be sent to the parents or guardians mobile for logistical purposes e.g. event reminder.

**For pastoral care and personal discipleship of Children.**

For pastoral care and personal discipleship of Children, ***(ministry name here)*** leaders will alert the ***(head of Children’s ministry here)***, make contact in pairs, use the official accounts with permission from parents, contact children in small groups and require the presence of parents. We will strive to group children together with people they are comfortable to share with.

If you are made aware of any inappropriate behaviour, please contact ***(church name and contact details here)*** immediately and ask for ***(appropriate name here)***. ***If they are unavailable, another minister will be able to address your concerns (optional).***

Please be aware that this document may be updated, and we will communicate via email to parents as this happens. Thank you for valuing the safety of the children and leaders.

***(Full contact details here)***