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

***(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 youth 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.**
If you need a permission note, 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 reminder of the year. Please note that our leaders will be instructed to not allow youth to log in without this.

**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.

**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 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 overheard with discretion.

**All meetings must be on an official *(church name here)*** **account, be scheduled and have two safe ministry qualified leaders present.**
Each ***(name of groups meeting)*** ***will have / operate on*** an official account and invitations to the scheduled meetings will be sent out. Participants should not share invitations to meetings.
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 into ***(face-to-face ministry name here)***. This means no pyjamas, 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. Moderators reserve the right to view and delete all content shared on the official Zoom accounts.

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

**Communication between youth and their leaders.**

Communication between youth and their leaders on any virtual platforms including social media should use public forums such as group chats and should have at least two leaders present. Social media platforms that immediately delete content (e.g. Snapchat) should never be used for youth-leader interaction.

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

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

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

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

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