

### **Code of Conduct for using Zoom**

This code of conduct has been put together to try and help us facilitate and participate in online sessions whilst the Corona Virus pandemic prevents us meeting face to face. It is designed to keep everyone within the groups including children, parents and carers and leaders safe. If you have any questions, please do contact Revd Alan Partridge.

In participating in the sessions in Zoom we ask that everyone follows the following guidelines to promote a safe space for us to meet:

- The sessions will be live only and not recorded. Please do not screen shot the session or record the session from your own device.
- A link to access the group will be sent out on an invitation-only basis. Please do not pass this link on to others without permission from the group leader or publicise the link on any social media.
- Children should be supervised at all times during the session and parents should remain in camera shot with their child.
- A register of those attending will be kept as well as a record of the times of the session and brief overview of the session.
- St Mary's will ensure that there are always two adults on in the session who have up to date DBS and safeguarding training.
- Please be aware that whilst we will take a register and monitor who has visibly joined the session we cannot monitor who is off screen but can see a device that has joined the session. Please be mindful of this whilst taking part in the session. Whilst we would never want to discourage people from activities such as breast feeding and changing children during a session, please do be mindful of this.

#### **SAFEGUARDING**

If you have any safeguarding concerns, please contact:

- the church safeguarding officer, Margaret Davis, 07966 215285
- the vicar, Revd Alan Partridge, 01223 832248

For further information on safeguarding please see our safeguarding policy on our website:

<http://www.stmaryssawston.org.uk/wp-content/uploads/2019/03/Safeguarding-Policy-May-2019.pdf>