



## Youth Ministry using Teleconferencing Platform Zoom with under 18

### SECTION A: COMPELTED BY GROUP LEADER

Group Name:	
Organisation / Parish:	
Zoom Host / Monitors:	
Duration / frequency of activity from (start date/time):	
To (end date/time):	

### SECTION B: THE YOUNG PERSON

Full Name:	
Address:	
Date of Birth:	
Other relevant information: (Please mention any medical conditions or relevant additional needs)	

### SECTION C: CONSENT TO PARTICIPATE

I have read all the information provided relating to the activity and I hereby give permission for my son/daughter to participate. I acknowledge and agree that, when I/ my child participates in a Zoom call, other participants on the call will be able to see my/my child's image and name.

(Please tick)  YES  NO

I have been made aware of the **Diocesan Zoom Policy and Procedures document** I acknowledge that I have read, and hereby accept the Code of Conduct set out by the Diocese of Cloyne in Section E of this form.

\_\_\_\_\_  
Signature Parent / Guardian

\_\_\_\_\_  
Signature of Young Person participating

Date: \_\_\_\_\_

- [tick if you consent]** I understand that photographs and/or videos may be taken during the group activities, and I give my permission for these to be used in any hard copy / soft copy / online and social media platforms (*delete as appropriate*) by the group mentioned

#### Parent / Guardian Contact Details

Links to join Zoom meetings will be sent to Parent / Guardian email address only. Clicking on the link provided will allow the young person to join the Zoom meeting.

**Parent / Guardian email address:**

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**Parent / Guardian emergency contact numbers**

1	
2	



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- I give permission for the Leader of the Group / Parish to store by my mobile number and contact me in relation to youth events pertaining to my son / daughter.
- I give permission for my son/daughter to receive text messages in relation to the Youth Group and understand their number will be stored on the youth ministry phone.

### Young person's contact numbers (if relevant)

\_\_\_\_\_  
Signature Parent / Guardian

\_\_\_\_\_  
Signature of Young Person participating

Date: \_\_\_\_\_

### SECTION D: DATA PROTECTION

The information in this form will be used to facilitate you/your child's participation in Zoom meetings for the group outlined above. The information will be stored confidentially and will only be shared outside the parish/group where there is a legal obligation on the parish/group to do so. The information will be retained for as long as necessary in compliance with Safeguarding laws and policies. Certain photographs and videos may be retained indefinitely for archiving purposes. Your/Your child's data will be processed under Articles 6(1) (a), 6 (1) (c), 6 (1) (d), 6 (1) (f), 9 (2) (a), 9 (2) (c) and 9 (2) (d) of the General Data Protection Regulation, 2016. By signing this form, you consent you your/your child's data being used in this way. This form should only be used if the event/activity has the prior approval of either the Diocese or the local parish within the Diocese.

\_\_\_\_\_  
Signature Parent / Guardian

\_\_\_\_\_  
Signature of Young Person participating

Date: \_\_\_\_\_

### SECTION E: ONLINE CODE OF CONDUCT

- **Be kind:** No judgmental attitudes or bullying. Negative, hurtful or derogatory comments will not be tolerated. We work to encourage each other. The group should be a safe space for members to express themselves.
- **Respect others:** Respect the different opinions of everyone in the group and listen. Healthy debates are natural, but kindness is required. Keep discussions to the appropriate, designated time for discussion. Follow the instructions of the leader(s).
- **Respect privacy:** No photo-taking, screenshots, screen or voice recordings of meeting. Do not share group codes or passwords with people outside the group. Do not tag other people in photos or posts on social media without their permission.
- **Be honest:** Make a leader aware if you are feeling uncomfortable due to a person or topic being discussed. If you need a break do not be afraid to ask.
- **Respect confidentiality and do not gossip:** if you are telling a story about someone, ask yourself, "Is this my story to tell?" Do not talk about other people without permission: this includes your family members. Always respect confidentiality: what is said in the group, stays in the group, unless there is a safeguarding concern.
- **Appropriate Dress Code and Surroundings:** Only use the online platform from an appropriate location i.e. bedrooms and bathrooms are not appropriate. Make sure people around you cannot be seen or heard on camera unless they are part of this group. Dress appropriately e.g. pyjamas are not appropriate.
- **Breach of the Code:** Anyone who breaks the rules or acts inappropriately while on the online platform will be removed from the meeting and parents / guardians will be informed.
- **Attendance Log:** I acknowledge that an attendance log of the Zoom call will be retained by the parish/Diocese in accordance with Safeguarding Policies and Procedures.



## Guidelines for Parents / Guardians on the Use of Zoom

### Online Safety

We ask you to take the time to discuss online safety with your child before they participate in a Youth Group Zoom Call. Helpful information may be found here: <https://www.webwise.ie/parents/>



### Digital Wellbeing

Digital wellbeing features are also available for many popular Apps, allowing users to control how much time they spend on that App, see their daily activity, turn off notifications and set reminders to take a break. We encourage young people to look after their mental health online by accessing the platforms wellbeing features (where available).

### What is Zoom?



Zoom is a video conferencing platform that can be used through a computer desktop or mobile app, and allows users to connect online for video conference meetings, webinars and live chat. Please review Zoom's Privacy terms and conditions carefully before registering. <https://zoom.us/terms>



### Parish / Diocesan Responsibilities

The Parish / Diocesan Youth Ministry leaders will ensure that they comply with the Diocese of Kerry Safeguarding policy & procedures in the same way that they would if meeting face to face.

Full details of the diocesan safeguarding policy and procedures can be found on [www.safeguardingchildrenclonyne.ie](http://www.safeguardingchildrenclonyne.ie).



### Access to Zoom

A young Person should only use a Parent / Guardian's Zoom account or access through their Parent / Guardian's email account when engaging with Parish / Diocesan Youth Ministry.



### Parent / Guardian Supervision

We ask that you supervise your child's use of the Zoom account. By supervision we mean: The Parent / Guardian ensures that they are at home while the young person is attending the session, and the Parent / Guardian is responsible for logging in and out of the Zoom meeting.

### Ensure appropriate dress code / location:



Participants in Zoom calls share their name and image with other participants on that call. All participants must ensure that they have their camera switched on and that their name is the name which appears on screen. They must also ensure that they are the only person present on the call, avoiding situations whereby others in their home may be able to see/hear other participants on the Zoom call. Where possible the young person participating in Zoom should be in a communal space when accessing the session via laptop, computer, or another device. Bedrooms and bathrooms are not appropriate locations. Appropriate dress code to be followed e.g. pyjamas are not appropriate.

### What will my child need to participate in distance-based youth group experiences?



- a completed Zoom Joint consent form
- Charged laptop / phone with access to camera and microphone. (Note that laptops are needed to access the full features of Zoom.)
- Strong Wi-Fi connection (In the event of a weak Wi-Fi connection, contact your Parish / Diocesan Youth Ministry leader to discuss alternative ways of participating in the Zoom Meeting.)
- Within the Zoom session:
  - Ensure your background is free from any personal images / items that can identify personal information.
  - Do not give out any personal information about yourself or your family members e.g. home address, email address or phone numbers, alternative social media profile information or personal images / videos.
- Note: A Zoom account is not needed if you are strictly joining a Zoom meeting as a participant.

For more help, see <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>



### Any questions or concerns?

Please feel free to contact the Parish / Diocesan Youth Ministry leader of your child's activity with any questions / concerns around the use of Zoom for this online ministry.