

# ZOOM PROTOCOLS

## PRACTICING ONLINE SAFETY WHEN ZOOMING WITH CHILDREN

Zion Bishan BP Church Children's Ministry

1. Children's Ministry Staff need to be informed of any Zoom session that teachers are planning to conduct with their classes. The Zoom Meeting Links for any session needs to be sent to the CM Team.
2. Parents need to be informed by the Trs that their child will be participating in a Zoom call. (Date & Time & Purpose of call)
3. Zoom meetings have to be Password protected. The Zoom meeting link to be made available to relevant parties only and should not be made publicly accessible. Enable Waiting Rooms.
4. The entire Zoom call MUST be recorded for accountability purposes. The Zoom call recording needs to be sent to [childrensministry@zionbishan.org.sg](mailto:childrensministry@zionbishan.org.sg) for archiving purposes.
5. There must be 2 or more adults / Trs on the Zoom call at ALL times. Parents of the child may request to join in on call.
6. Teachers need to ensure that children on a Zoom call are in a 'public' & 'safe' place in their homes. eg. Not alone in their rooms.  
Disable virtual background for participants.
7. IF Breakout rooms are necessary - there have to be 2 adults present in each break out room and break out room sessions to be recorded too.
8. Zoom Sessions must have an appropriate time limit to help limit screen time for the children. Preferably under 40min..