

Totterdown Baptist Church

Virtual Meeting Safeguarding Procedures



Introduction

In adherence with government advice in response to Coronavirus (COVID-19), all physical gatherings at TBC were suspended in the middle of March 2020. To allow us to continue to 'meet' together, we have embraced the use of video conferencing and sharing platforms.

The following safeguarding procedures have been accepted by the tbc Leadership Team. They apply to all meetings undertaken via a video conferencing platform. At the next review they will be incorporated into our overall Safeguarding Procedures under which the church operates.

Virtual Meeting Safeguarding Procedures

Video conferencing has become a vital part of the ministry at TBC. The following guidelines are in place to safeguard members where meetings are undertaken via a video conferencing platform.

- Meetings must be password protected. The password should be given to participants directly (via email or phone) and not advertised publicly.
- When meeting with children and/or young people at least two DBS checked leaders must be present. The leaders must be the first into the meeting and the last to leave. A waiting room function must be activated so that the leaders are aware of whom is joining the meeting.
- For meetings involving children and/or young people consent must be obtained for participation from their parents or responsible adult. Contact must be made by the leaders directly to the parents/responsible adult and not to the child/young person. For further guidance please see https://www.baptist.org.uk/Articles/569868/Coronavirus_Using_social.aspx
- All resources used during a virtual meeting should be reviewed prior to use.
- The option to record a meeting should be disabled by the host. On occasions we may wish to share an element via another medium (such as a Sunday morning all-age slot, to be copied onto DVD for those unable to access the meeting), and thus would like the opportunity to record all or a portion of the meeting. If there is a desire to take a photograph or make a recording this must be agreed with the meeting leader and host. Those present must have the opportunity to either leave the meeting or turn their video camera off before any recording commences. These photographs or videos may only be circulated within the church community. Unless explicit consent is obtained, anything to be made available publicly will require any children or vulnerable persons face (and name) to be hidden or blurred.