

Lower Earley Baptist Church

To be a community where Jesus is encountered and lives are transformed

Policy and Procedure For The DNA Zoom group

Background

DNA Zoom group is a temporary group initiated at the request of DNA helpers and DNA young people to continue meeting during lockdown, due to the Corona Virus restrictions.

Although leaders had previously researched using WhatsApp and Facebook for communication outside meetings, to improve relationships we had decided against their use because not all young people in the DNA group would be able to access it – being under the age of 13 years. Leaders were concerned that it would leave some YP feeling more excluded.

As no social media policy was actively available for the DNA group during lockdown a number of options were researched, that were being employed by other churches which met our current Safeguarding policy for DNA. Zoom is preferred because there is no sharing of contact details between users and hence YP cannot readily use this medium to contact each other outside of the group. A Designated leader would hold the host account, but it is not necessary for the YP to have an account to attend a meeting. Zoom would also allow DNA to meet virtually.

DNA Zoom group would seek to be fully inclusive. Written assistance would be provided to help with technology and how to use the Zoom platform, where required.

The operation of the policy will be reviewed at 3 monthly intervals. At resumption of normal activities the future of the group will be reviewed. If it is considered appropriate to continue the group then the policy will be reviewed annually.

Procedure

In order to be part of the DNA Zoom group a young person must:-

- Have a signed a consent form from a parent or guardian, providing the contact e-mail address to be used for Zoom.
- Have read, agreed and signed the code of conduct, which includes agreeing to follow the Rules for the group.
- Those who would like to join the group, who are over 18 years, must also sign the consent form and agree to follow the Acceptable Use Policy. These might be helpers in the group or ex- members of the DNA group.

Setting up meetings

- The meeting invitation will go from the host DNA leader to a relevant responsible adult (parent or guardian or their designee) for each participant. This will include the meeting number and a password, which will be changed each week.
- There will be two adults present in the meetings before allowing any other participants.
- YP participating do not create an account. The account holder or other appropriate adult will be the host leader.
- The meeting will not be recorded.
- A whiteboard facility will be used to display information.

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Rules

Individuals who wish to join the group must:-

- Submit a signed consent form from a parent or guardian to use the group(s)
- Sign a code of conduct – which details treating others in the group respectfully and following administration rules for efficient and effective communication and not communicating anything which is unhelpful/unacceptable to the group.

Examples of unhelpful/ unacceptable use:

- Use, or implied use of swearing, derogatory terms or sexual references
- Use, or implied use of communication which could be viewed as bullying or discriminatory

Examples of communication in the group might for example include:-

- A DNA bible study and discussion
- DNA ice breaker activities, adapted for Zoom
- Pastoral care – leaders checking in with young people as to their well-being as would usually be done in a DNA session.
- DNA discussion on a topic of relevance, related to the Christian faith.

Joining Procedure

Individuals who wish to join the group(s) must meet the requirements above.

- Their parent/ carer will be sent a letter explaining how Zoom will be used
- Parental consent to take part must be received by the designated host DNA leader
- Parental email address must be supplied to the designated host DNA leader
- A signed document to abide my rules of conduct must be sent to the designated host DNA leader
- When the above has been received the designated host DNA leader will send the parent/carers an invitation to attend a meeting in the form of a link to click on.
- After clicking on the link the YP will be able to wait in a waiting room, before being allowed to the meeting room.
- There will always be two DNA leaders in the meeting room during the time when YP are present.

Monitoring of the group

Two supervising adults will monitor all communication in the groups and reserve the right to stop communication with any individual who does not abide by the rules. Before communication is terminated the YP will receive one warning that this may happen. These supervising adults will have completed

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safeguarding checks in accordance with LEBC Safeguarding Policy. Breaches to the LEBC Safeguarding policy will be reported to the Designated Trustee for Safeguarding.

The use of Zoom as a platform for communication can be terminated by DNA leaders or Trustees in the event of persistent or significant breaches of the Rules or LEBC Safeguarding Policy.

The supervising adults will review operation and participation of the group at the end of each session.

Timing of the group

DNA leaders would like to trial running the group once a week on a Friday evening, Saturday evening or Sunday afternoon (to avoid coinciding with the church service online).