



# Zoom Safety Settings and Incident Response Plan

## Required Safety Settings and Procedures

(condensed from *Online Safety & Code of Conduct*)

- Zoom invitations are sent to Registering Adult.
- Zoom meetings are password protected.
- Waiting Room is enabled. \*See new procedures below.
- Private Chat is disabled.
- Students are asked to display their first and last name when signing on to meeting.
- Non-video participants (those using a phone to call in) must identify themselves upon entry.
- Screen sharing is only allowed by leaders.
- Three screened and trained leaders are in the Zoom meeting.

## Additional Safety Settings

(emailed to Registering Adult from CS)

- Parents of students in Levels 1-4 are asked to remain present in the room with the student.

## \*NEW Safety Procedures

- Host should post message to participants in the Waiting Room before class begins. “Change the attendee name to show the first and last name of the student enrolled in BSF. Turn on student video upon entering.”
- Leader should only admit from Waiting Room students who are registered in the class or who are known and expected guests.
- Passwords will be changed regularly.

## Incident Response Plan

Should an incident occur while conducting a BSF Zoom call, please be prepared to take immediate action if necessary and follow up with the Class Staff to report the incident.

Action steps: <b>Children’s Leaders</b>	Action steps: <b>CS/Class Staff</b> (not necessarily in the following order)
<ul style="list-style-type: none"> <li>• Attendee without video on: Ask to turn on video and/or identify him/herself. If no response, return attendee to the Waiting Room.</li> <li>• Uninvited Participant: Warmly welcome this person to BSF. Politely let them know that they will need a parent to complete the VPC prior to returning to the class the following week.</li> <li>• Zoom bomber: Promptly remove the participant from the meeting.</li> <li>• Inappropriate Chat message or visual: Tap and hold the item you want to delete. Tap Delete.</li> <li>• Obscene behavior or background image: Remove participant from the call.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine who needs to be informed of the incident and in what order. Consult AP as necessary. Do you need to contact all participants/RAs from the meeting? Do you need to file an Incident Report? Do you need to contact police or child services?</li> <li>• Determine what level of detail needs to be shared and ensure privacy as required.</li> <li>• Determine what action steps need to be taken as a result of the incident. Do these action steps need to be communicated internally (AP/HQ) and/or externally (CM/RA)?</li> <li>• Complete and file a G105 <i>Incident Report</i> if necessary.</li> </ul>