

Video Conferencing Risk Assessment, March 2020

The following risk assessment has been produced to support Woodcraft Folk leaders to facilitate online group night sessions.

As with face to face group night sessions planning and assessing risk is a vital part to the session's success.

Please note:

1. Participant and parental consent is required for online group night sessions
2. All sessions should be facilitated by two Group leaders (current members with an up-to-date DBS)
3. Create a group agreement focusing on the purpose of the meeting and group/individual conduct
4. Do not share personal contact details
5. Use a platform that does not share/require personal details such as Zoom, GoToMeeting, Google Hangouts
6. Do not share video conferencing details publicly
7. Don't record without explicit consent from all participants
8. Ensure all participants know how to raise concerns or report online safety issues
9. Share online safety resources (such as <https://www.thinkuknow.co.uk/>)

For Woodcraft Folk's latest guidance on social media and online communication at <https://woodcraft.org.uk/sites/default/files/Social%20Networking%20and%20Communication%20Guidance%20March%202020.pdf>

Top tips for participants and leaders

- Try and find a space in your house away from other members of your household before you log into the session. Other young people might be sharing personal things that they don't wish people outside of the group to hear.
- Consider muting your microphone when you are not speaking. This stops lots of distracting background noise.
- Try not to talk over one another. Group leaders will ask specific people to share their thoughts in turn, so please wait until you are invited to speak. If you have a question or want to add to anything that's been said, please use the chat function, and your group leader will invite you to speak when appropriate.
- Confidentiality is as important in online groups as it is in face-to-face groups. Do not share anything that is said in the group without the person's permission. If a Group leader is concerned about anything you have shared, they are duty bound to pass this on - to keep you safe.
- Do not take screen shots of any of the content being shared during the chat (including any games, drawings or shared media).
- Remember to be respectful to all participants. Any inappropriate behaviour may result in you being removed from the session.



Woodcraft Folk
Education for Social Change

**YOUTH IS
NOT WASTED
ON THE YOUNG**

Session aims

Consider what outcomes you are looking for when planning your session. Any of the following would be acceptable:

- Fun
- Sustaining relationships
- Empowering – engaging group members in planning their programme (virtual or face to face)
- Themed based education for social change
- Supporting the emotional wellbeing of group members
- Reviewing and evaluating previous sessions
- Fundraising
- Social action planning
- Planning future face to face sessions and camps

Promoting sessions

For local group sessions we advise that you:

- Send out personal invitations rather than share joining instructions on Facebook or websites
- Celebrate that the session took place after the event by sharing on social media
- Promote future sessions, inviting those that are new to the group to contact their local Group leader

Template risk assessment

Risk	Mitigation
Content is not age appropriate	<ul style="list-style-type: none"> • Involve children and young people in developing the programme • Invitation only to prevent 'guests' sharing inappropriate content (there is a place for public broadcasting, but group nights should be focused on the group) • Send invitation emails to parents/carers of Woodchips, Elfin & Pioneers • Agree with young people and their parents/carers of Venturers when sessions will take place and how they wish to receive invitations
Exposed to marketing and adverts	<ul style="list-style-type: none"> • Use a Group leader subscription based platform such as Zoom and GoToMeeting • Use a platform that does not require participants to create an account such as Zoom and GoToMeeting • Invitation only to prevent 'guests' sharing inappropriate content
Possible contact with unsuitable adults	<ul style="list-style-type: none"> • Our Code of Conduct applies to both face to face and online meetings • Hosted by two recognised Group leaders (current members with Enhanced DBS) • Group leaders to take a register and monitor audience list • Invitation only to prevent unsuitable 'guests' sharing inappropriate content • All new group members will need to complete the registration process for face to face group sessions • Host one-to-one induction meetings for any new group members to confirm who they are, motivations and expectations
Sharing sensitive data	<ul style="list-style-type: none"> • Use a Group leader subscription based platform such as Zoom and GoToMeeting • Do not use Facebook and Google log-ins to create a new video conferencing account (this would share your personal details with others) • Opt out of cookies to prevent data sharing • Use a platform that does not require participants to create an account such as Zoom and GoToMeeting • Do not use FaceTime, WhatsApp or Skype • Share video conference privacy information

	<ul style="list-style-type: none"> • Create a group agreement • Do not ask individuals to share sensitive data • Use a platform that allows participants to control their engagement (switch off their webcams and audio) such as Zoom and GoToMeeting • Do not record any part of a session without the explicit consent of all participants • Change video conferencing settings to restrict sharing of chat, webcam and other functions
Online bullying	<ul style="list-style-type: none"> • Create a group agreement • Hosted by two recognised Group leaders (current members with Enhanced DBS) • Ensure all participants know how to raise concerns • Challenge inappropriate behaviour using face to face behaviour management techniques – these may need to be done through a separate video conferencing during this period of social distancing
Online abuse, including sexting	<ul style="list-style-type: none"> • Create a group agreement • Hosted by two recognised Group leaders (current members with Enhanced DBS) • Ensure all participants know how to raise concerns • Share online safety materials from experts such as NSPCC, ChildLine, ChildNet, CEOP
Exclusive or disempowering	<ul style="list-style-type: none"> • Involve children and young people in developing the programme • Create a group agreement • Use a platform that allows participants to choose how they join e.g. app, phone, url • Use a platform that allows participants to control their engagement (switch off their webcams and audio) such as Zoom and GoToMeeting • If you choose to use mute functions agree (as a group) how and when you will use it