



**BCS, The Chartered Institute for IT**

**Advice for Groups using Zoom for Events including Children**

**July 2021**

# CONTENTS

1	Introduction.....	3
2	Scope .....	3
3	Recording the session .....	3
4	Data Protection Compliance .....	3
4.1	Lawfulness, Fairness and Transparency .....	3
4.2	Purpose Limitation.....	3
4.3	Data Minimisation and Accuracy.....	4
4.4	Storage Limitation.....	4
4.5	Integrity and confidentiality .....	4
4.6	Accountability .....	4
4.7	Safeguarding Compliance .....	4
5	Setting up a Zoom Call .....	4
	How to Guides .....	5
	In Meeting Screen Share Settings for Zoom.....	5
	Mute All Participants .....	6
	Advice for Organisers / Presenters.....	8
	Disruptions.....	8
	Advice for Children / Parents.....	9
	Review Arrangements.....	10

# 1 Introduction

This policy is aimed at BCS staff and Group Chairs when we host a video event where children may be in attendance.

It is the responsibility of the organiser / host to ensure that appropriate safeguards are in place to protect children and that the activity complies with current Data Protection legislation.

This policy contains the requirements for compliance; settings; how to guides; what to do in the event there is a disruption and advice for organisers/presenters and children/parents.

## 2 Scope

This policy applies to all events organised by or on behalf of BCS where children are present.

## 3 Recording the session

Hosts are strongly discouraged from recording sessions if children are present in the session. The session must only be recorded if no children's' faces or full names are visible.

It is acceptable to show the presenter, slides and the work of children, on the understanding that no images of children will be recorded.

Should there be a reason why children are to be recorded please refer to [compliance@bcs.uk](mailto:compliance@bcs.uk) for approval prior to the event as greater levels of protection will be required.

## 4 Data Protection Compliance

The following aspects of data protection legislation must be addressed at the outset of considering setting up a zoom call where children will be visible and the call is to be recorded.

### 4.1 Lawfulness, Fairness and Transparency

A lawful basis must be established for videoing and or recording children. In the event that consent is to be used, children aged 13 or over can provide their own consent but children must obtain parental consent if they are younger than 13 years old. The consent must be retained for the duration of the appropriate period.

Children must be told exactly what will happen and how their data will be processed in age-appropriate language.

### 4.2 Purpose Limitation

The information that we collect about the children must only be used for the specific purpose it is collected for.

## 4.3 Data Minimisation and Accuracy

We will only collect the minimum amount of information required for the purposes of the session. This will ensure protection of the child and that there is no further need to ensure the accuracy of the data. Children's first names may be collected but their full name and any further details should not be recorded without reference to the Compliance team [compliance@bcs.uk](mailto:compliance@bcs.uk).

## 4.4 Storage Limitation

If the meeting is to be recorded a storage period must be established and the recording deleted at the determined time.

## 4.5 Integrity and confidentiality

All recordings and documentation will be held securely against unauthorised processing. The details of the children will remain confidential at all times.

## 4.6 Accountability

Whilst BCS holds overall responsibility of the data, the internal sponsor of the event will be accountable on a day to day basis.

## 4.7 Safeguarding Compliance

In the event that the session is to be recorded and include the faces of children, a [Consent Form for video filming children](#) must be completed by the parent/guardian of the child (any child under the age of 18). Please refer to compliance for more information [compliance@bcs.uk](mailto:compliance@bcs.uk)

# 5 Setting up a Zoom Call

Some schools will have signed up for Zoom, so they can use a single sign-on provisioning tool. The school technology administrators can control permissions and privileges for staff accounts and disable features that are unnecessary or inappropriate.

A standard Zoom account is not compliant with data protection rules despite them saying to the contrary.

Students do not need individual Zoom accounts to join a virtual session.

- Create a random meeting ID;
- Restrict so only the organisers screen can be shared.
- Make sure all delegates join on mute; Delegates can and should mute themselves when they're not speaking. The organiser can also mute delegates individually or all at once.
- Advise the organiser that they can control whether delegates can chat publicly and privately.
- Advise the organiser to disable the video. Delegates can join the meeting with audio only and then turn on the video once they're ready. Organisers can also disable an individual delegate's video.

- Nonverbal feedback. These optional little icons let delegates raise their hands, give a thumbs-up or thumbs-down, and even let the organiser know they need a break, all without interrupting the session.

When setting up a meeting regardless of third-party accounts or own zoom account the following should be actioned during the set-up process of the meeting

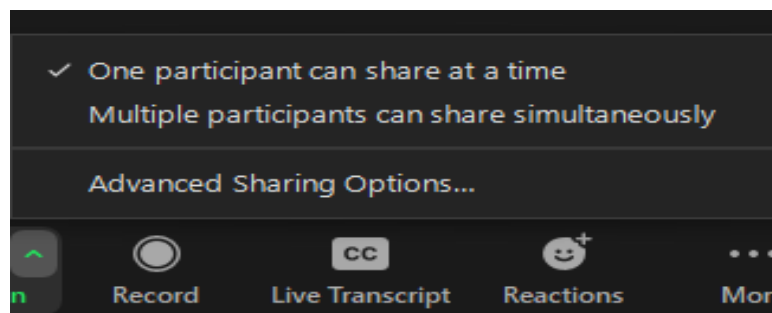
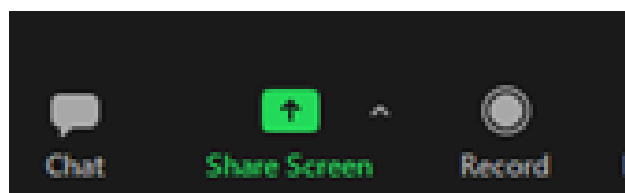
- Recurring Meeting – disabled
- Registration This should not be done via the zoom account but through the main registration platform that is used e.g., Eventbrite - disable
- Meeting ID use the generated ID do not make a personal meeting
- Waiting Room This will ensure that the host will admit them – enabled
- Video for both Host and Participant to be off
- Meeting Options
  - Allow participants to join anytime - disable
  - Mute participants upon entry - enabled
  - Automatically record meeting- disabled

## How to Guides

The following actions are available once the meeting has been started.

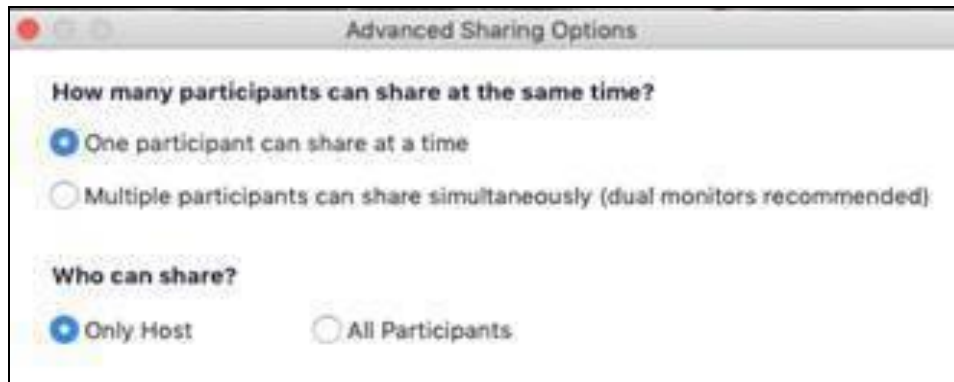
### Screen Share Settings

1. In the Zoom toolbar, select the caret ^ next to Share Screen and select Advance Sharing Options



2. In the Advanced Sharing Options window, make these adjustments:

- How many participants can share at the same time?
  - Select One participant can share at a time
- Who can share?
  - Select Only Host

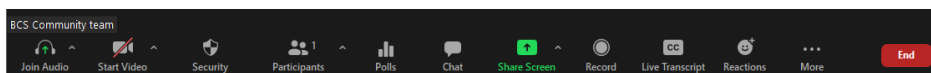


3. When you get to a point in your meeting that you want delegates to share, simply return to the same Advanced Sharing Options and adjust the settings.

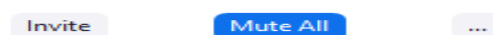
## Mute All Participants

To avoid having unwanted voices speak at inappropriate times, follow these steps once you have started the meeting:

1. Select the Manage Participants button in the Zoom toolbar



2. At the bottom of the Participants window, select . . .

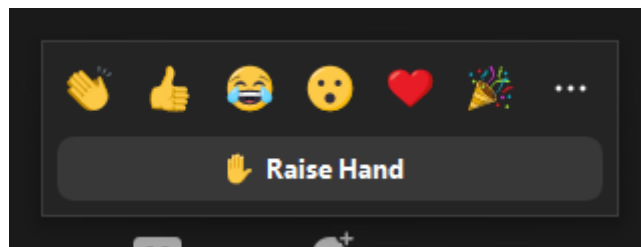
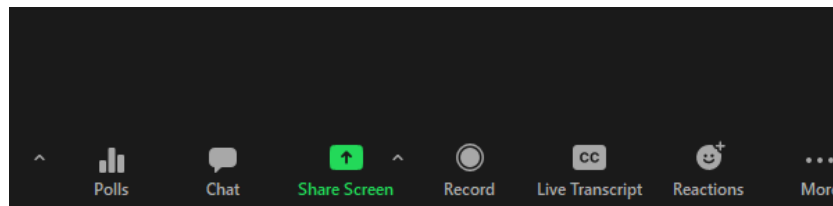


- Enable Mute Participants on Entry- This maybe already actioned from the initial set up of the meeting
- Deselect Allow Participants to Unmute Themselves

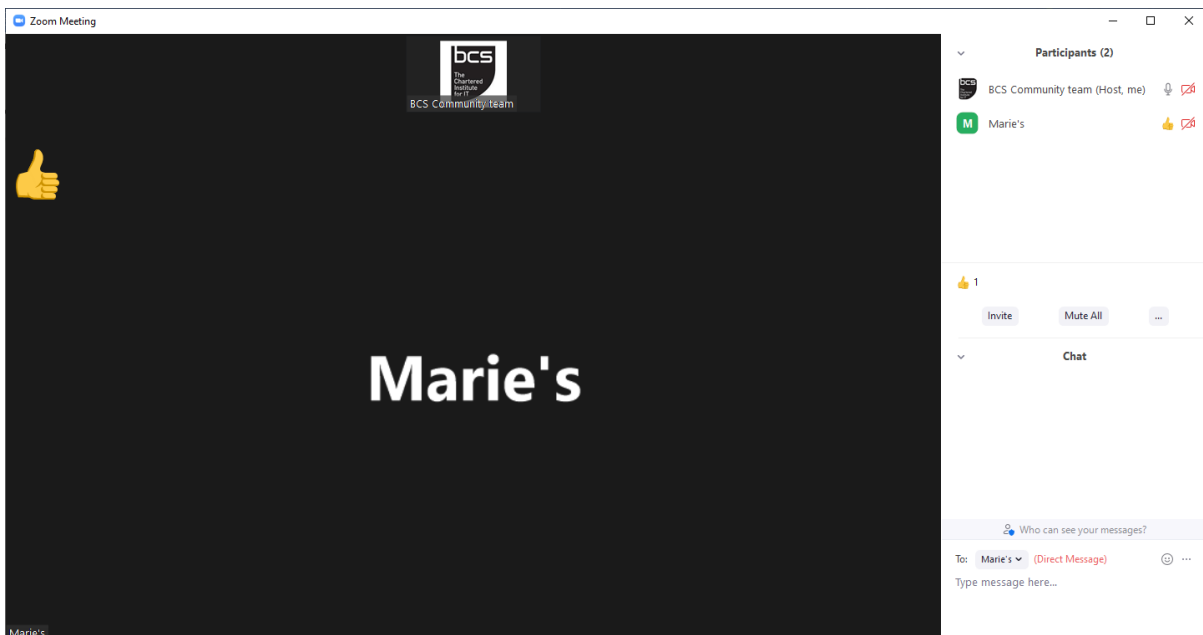
- Ask All to Unmute
- ✓ Mute Participants upon Entry
  - Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
  - Play sound when someone joins or leaves
- ✓ Enable Waiting Room
- ✓ Lock Meeting

3. How to encourage delegates to share in voice:

- Stop at various points and ask delegates if they have questions. Instruct them to use the Raise Hand feature to communicate to you that they'd like to speak. They action this by selecting reactions from the main screen icons
- 



- You will see a raised hand next to a student's name in the Participants window.



- Verbally call on the student and manually unmute the student's mic by clicking the mic icon

## Advice for Organisers / Presenters

- Share the URL with delegates directly - delegates do not need their own Zoom accounts to join.
- Check that delegates are only using their first name.
- Do not post screenshots of the session online. Many of these pictures often include not only delegates' faces—but their full names.

## Disruptions

If a disruptive or uninvited attendee is in your meeting, it is important to focus on managing the situation, as opposed to engaging with the individual. You should follow the steps below:

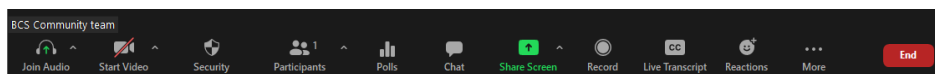
Hosts:

You should take screen sharing over from attendees. To stop unwelcomed webcam video or sounds:

1. Select the Manage Participants button in the toolbar;
2. Locate the person's username (which will also be at the top of their video);
3. To the right of their name, mute their webcam and/or microphone.

To remove the person from the meeting:

1. Select the Manage Participants button in the Zoom toolbar

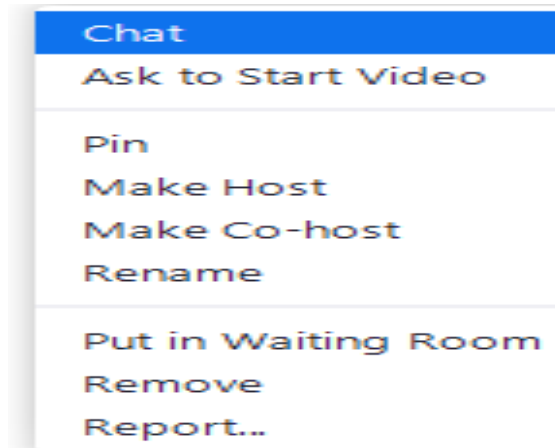


2. At the bottom of the Participants window, select . . .
3. Next to the person you want to remove, click More

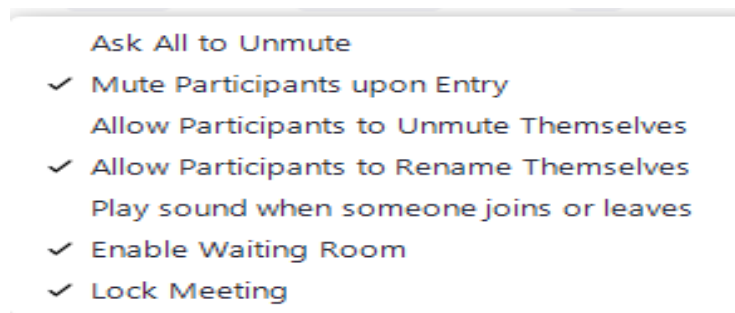




1. From the list that appears, click Remove.



2. For an added layer of comfort, you may consider Locking the meeting. But doing this would prevent additional delegates/hosts from entering.
  - Select the Manage Participants button and select the . . .
  - Choose Lock Meeting



## Advice for Children / Parents

- See if the children's' schools have a Zoom account, if so, they may be able to use this as it will offer better protection.
- Join on mute and no video.
- Blur background if the child intends to turn their video on;
- Only enter the child's first name.
- Ensure that the child has a parent/guardian or teacher/DBS checked staff member in the room.
- If the call is taken at home, it should be in a family/day room not a bedroom, no other children should be visible.
- School uniform or appropriate clothing should be worn for the duration of the call.

Most schools have used Zoom or teams for teaching over the pandemic. Children may have their own email addresses (school based such as [firstname.surmane@schoolname.co.uk](mailto:firstname.surmane@schoolname.co.uk) and we should strongly encourage children to use this or the school account for watching the events.

## Review Arrangements

We will review the policy annually as part of our self-evaluation arrangements and revise it as and when necessary, in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

BCS, 3 Newbridge Square, Swindon, Wiltshire, SN1 1BY

Tel: +44 (0) 1793 417417

Email: [servicedelivery@bcs.uk](mailto:servicedelivery@bcs.uk)

Website: [www.bcs.org](http://www.bcs.org)

© BCS (Reg. Charity No. 292786) 2021