

## Foróige Clubs Online

### Top Tips for a great Foróige Club Zoom Meeting.

#### Before you start:

- Tell your staff member you are doing this.
- Get your Zoom settings as Foróige has asked for safe usage (see page 3).
- Ensure you have parent/guardian permission for all members. You only need to get this once (see page 4).
- The meeting must be set up and members invited by a leader.
- Give participants plenty of notice - go for your normal club meeting time.
- There must be a minimum of two leaders on the meeting at all times. Check that the leaders are ready in advance. Members must be left in the Waiting Room at the start until at least two leaders are online. (See Settings page 3).
- Start the meeting 5 minutes before to get ready. Allow for hiccups!
- Have a plan for the meeting and make sure to have the members input (see page 2 on activities).

#### During the meeting:

- Disable private chat and mute all members at the start of the call to remove background noise.
- If the very first meeting, ask all members turn on/off their camera/audio to ensure each member understands these features and are comfortable. Some members may not be comfortable with having their camera on, if they click their own image, they are able to Hide Self View.
- Know how to act if you are concerned about a member or a child protection issue (see page 7).
- In the unlikely event that a stranger manages to join the meeting, the meeting must be ended. (see Zoom Toolbar page 5).
- Agree a group contract for meetings going forward (see page 6).
- Try to give every member a chance to speak and be heard.
- Be clear about 'good meeting manners' to the participants before the meeting (see page 7 on disruptive behaviour).
- The club chairperson or Leader leads out on the meeting.
- Club secretary to take attendance and writes a brief outline of the meeting.
- Close unneeded applications on your computer.

#### Finishing the meeting:

- Agree time and programme and any tasks to be done before the next meeting.
- Leaders end the meeting for everyone when leaders are leaving (Page 7 for technical help).

## Content and Activities

The content of the meeting is up to the club. Here are some suggestions that might get discussion or activity going:

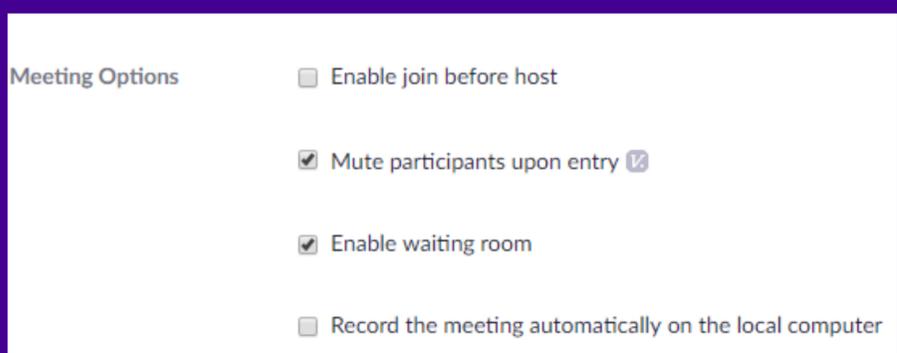
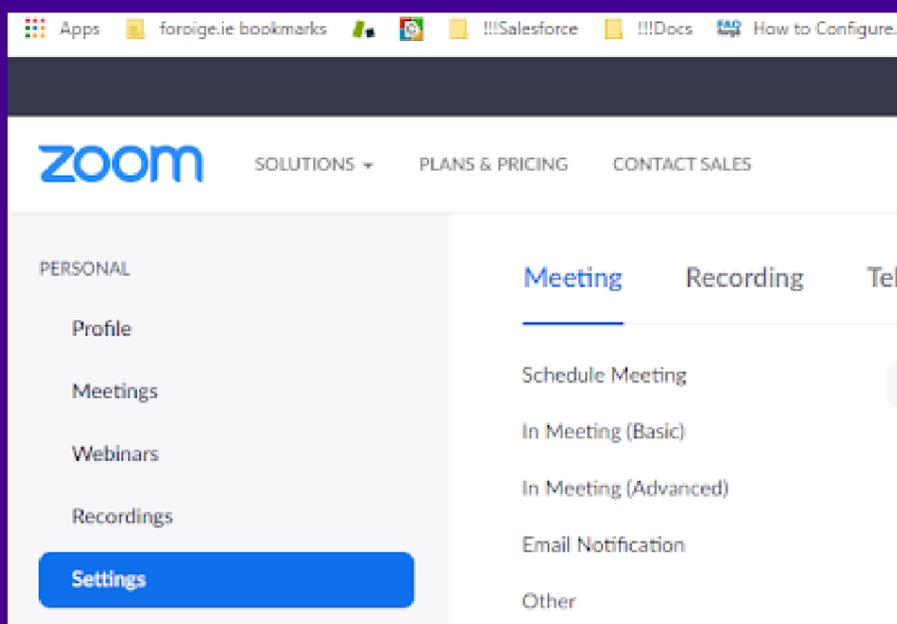
- Discussions on how the week is going at home.
- How school work or holiday time is going.
- How the members are contributing to family life - maybe set a challenge for the week ahead.
- Daily or weekly challenges e.g. make bread.
- Fears or hopes about the virus - leaders should always refer young people to HSE website and reputable news sources.
- Discussion on what games members are playing; what members are watching, reading or listening too - or something could be chosen to review together at the next online meeting so long as the material is age appropriate.
- Foróige news from the website or social media.
- Tea and Biscuit Time- Vote for the biscuit of the month!
- A Kahoot Quiz.
- Wildlife evening - what birds, flowers, trees etc. can you see from your front door?
- An interclub online chat, singsong or lipsync battle.
- An online cookery class - send the members the recipe and equipment needed a week in advance so they have it all ready.
- Word games on the Whiteboard function (See page 5 for how to share the whiteboard).
- Building card towers together online.
- An online craft or painting class - in similar method to the cookery class.
- Planning for how the club can contribute to the community.
- Line dancing.
- Bingo, using an online bingo ticket generator.
- Circuits or other exercise routines.
- Pictionary.
- Charades.
- Mapping your family tree.
- Scavenger hunt (find and bring back objects).
- Secret sounds game - what objects are being used to make the sound?
- Recycled fashion show.

## Setting up Zoom

The leader signs up to Zoom and follow the steps from there. Young people do not need an email address to use this app.

Please see zoom.com for further details, training videos etc. You will also find training videos on YouTube and information on the volunteer portal.

The free version of ZOOM will allow a meeting of a maximum of 40 minutes when three or more are involved.



## Safe Zoom Settings

Foróige has researched various online engagement apps. Zoom appears to be the safest regarding data protection and leader control, provided that the instructions in this document are followed. Leaders should not use any app that reveals either the phone number or email address of young people to everyone else in the group. See Appendix 1 (page 8) regarding WhatsApp groups. For safety, the leader controls who comes in. Zoom meetings are for club members only unless it is a planned interclub Zoom.

In the Menu on the left hand side of the screen, go to Settings. Under the Meeting tab, go to Schedule Meeting, and to the right of this, you will see a list of options. Scroll down to find each of these settings, and ensure they are set as follows:

- Disable Join before Host
- Disable Private Chat
- Disable File Transfer
- In Screen Sharing, Who can Share? Host only and Who can start sharing when someone else is sharing? Host only
- Disable Allow Removed Participants to Re-join

In the Meeting Options Tab:

- Enable Join before host: Do not use this.
- Mute Participants on entry: This helps with big meetings, at the beginning when background noise can be disruptive.
- Enable Waiting room: Use this. It allows the host to select which participants can join, so you can screen out anyone who is not a member.
- Record meeting automatically on the local computer: Don't enable this. Meetings must not be recorded.
- Breakout Rooms: Do not use this (See page 6 Safety Points for reasoning).

### Set a Co-host

This function is only available on the paid version of Zoom. If you are using the free version, make sure there are two leaders on the call at all times. For those with the paid version, use the 'Manage Participants' option in the Meeting Settings and Controls Toolbar, to nominate a Co-Host. The co-host can only be set once they have joined the meeting.

- While in the meeting, Click on Manage Participants
- Click on the relevant participant and More
- Click Make Co-host

### Good Meeting Manners

- Act out of Foróige's Charter of Rights (page 9)
- Wear earphones if in a noisy area
- Mute your microphone unless you want to speak
- Ask members to be in bright lighting so we can see one another
- Members should dress as they would when attending their club in person
- Members should be in a suitable area of the house
- Do not eat while online or on mic
- No recording the meeting
- No private messaging during the course of the call

### Getting Parent permission

Get specific permission from parents for online meetings. This can be obtained online such as by WhatsApp (see Appendix 1) or text message and these messages are kept as evidence of permission.

Parents must be notified of the times and planned duration of the online meetings. Meetings should normally be scheduled at the regular club meeting times.

Here is a sample message to parents in a Foróige club or other club for those aged 12 and over.

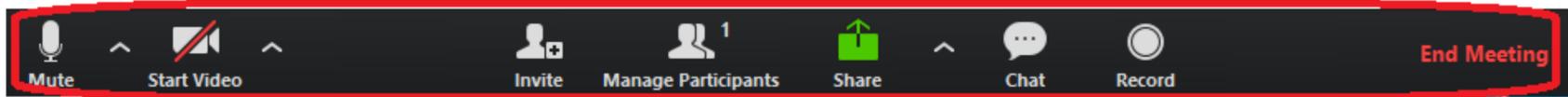
*"ABC Foróige Club will meet at 7.30pm every Friday (or every Tuesday and Friday etc.) for the next 4 weeks, using the Zoom meeting app. There will be at least 2 adult leaders online for each meeting. Do you give permission for your young person to participate?"*

#### Sample message for Foróige Juniors

*"ABC Foróige Juniors will meet at 7.30pm every Friday (or every Tuesday and Friday etc.) for the next X weeks, using the Zoom meeting app. As we do not collect personal contact details for under 12s, we will email you the meeting link for you to open for your child. Do you give permission for your young person to participate?"*

## The Zoom Toolbar

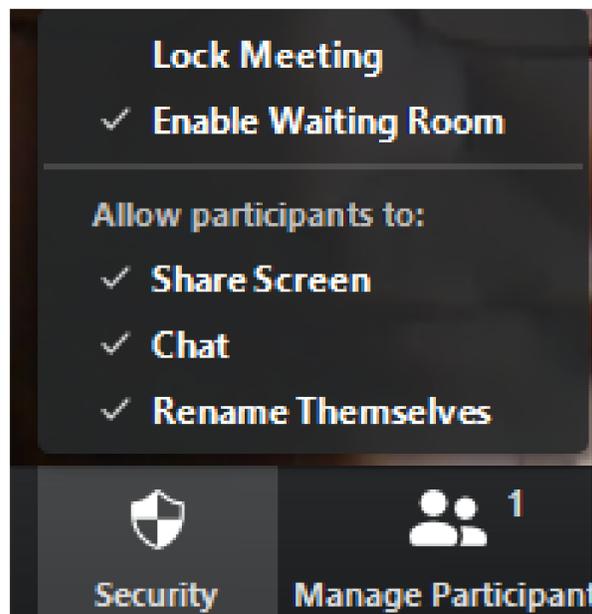
This usually appears at the top of your screen



### Meeting Settings and Controls Toolbar

- The Mute button here you can mute your microphone or speakers.
- Start video button: Here you can select or disable your webcam.
- Invite, Manage Participants: Allows you to invite others while in the meeting, and manage participants allows you to bring people in from the waiting room mute or unmute participants, or remove people from the meeting.
- Lock meeting: When all participants are present, select lock meeting to ensure no one else can join the call.
- Do not allow participants to invite other participants.
- Share: Allows you to share
  - Your Screen
  - A shared whiteboard
- Chat: Text chat or for sharing links.
- Record: Meetings should not be recorded.
- End Meeting: If you are the host, click End Meeting at the edge of the toolbar and select Leave Meeting for All, this will close the meeting for all participants.

As of April 2020, Zoom have added a security button to the laptop version which brings a lot of these features together in one place. See the image below.



## Foróige Juniors

Foróige Juniors (ages 10 to 12) can also be involved in Zoom meetings. However the invitation to join must be emailed to the parent's email address or sent to their number. While normally we try to have three leaders at Juniors meetings, for this online meeting two will be sufficient

## Some safety points

- There must be at least 2 properly vetted and trained Foróige leaders online at all times. Only club members and leaders should be in the meeting.
- Leaders must ensure that they are in an appropriate space to host a meeting such as with a plain background that preserves their privacy.
- All members should be dressed as if going to the club implementing the club's code of behaviour.
- The Leader should not open the meeting until another leader is online.
- We do not allow one to one video calls between club volunteers and young people.
- If the leaders have to leave early they must end the meeting for everyone.
- If the number of leaders online drops to one, the meeting must end.
- Leaders are not to use the Breakout Rooms option as it would place young people in separate unsupervised video chat rooms.
- Zoom meetings must not be recorded. Nor may screen shots be taken.

## Suggestions for Club Contract

- Show kindness and respect to everyone.
- Listen to one another.
- Everyone to join in!
- Show understanding that not everyone is familiar with this technology.
- Raise your hand if you want to speak using the "raise hand" feature.
- Don't eat or drink with your mic on.
- Close all other open applications on their computer/device.
- Have their phones on silent.
- No private messaging on any platform while the meeting is in progress.
- Members can leave at any time, just wave and go.

## Dealing with disclosures and distress

To avoid a young person disclosing a child protection issue during a Zoom call, young people should be reminded on the first meeting that if anyone has something they need to tell leaders privately, they should contact them directly.

- If they raise a child protection concern, the leader follows the usual process of contacting their staff person and observing confidentiality.
- If it is any other matter, the leader can listen actively, and if needs be, they should contact staff for advice and support.
- If you are concerned about what is happening in the background of the call such as a baby crying or raised voices, the leader can mute the participants mic and stop video by clicking on their image and selecting those options. If the situation escalates, you can remove the participant and follow up with them after the call.

## When something goes wrong!

### Technical Issues -

If there are problems with video or audio, a participant can close the meeting and try joining again.

- Restart the device
- Try another device

If it is the host that is having trouble and closes the meeting, they will end the meeting for everyone else!

If a participant is having problems being heard, they can use the text chat function to feedback to the group.

### Disruptive Behaviour -

If noise from a particular participant is interfering with the meeting, the host can ask them to mute themselves or the host can mute them.

If a participant is engaging in disruptive behaviour, they can be removed from the meeting. If they try to join again, they will go into the waiting room and the host can choose to leave them there if needs be. Normal rules for how the club handles disruptive behaviour apply to online meetings too.

## **Appendix 1 WhatsApp**

WhatsApp is a popular communication method in Foróige. It's free and easy to use. However, under Data Protection there is an issue with how it is used. The main issue is that when a person is added to a WhatsApp group their phone number becomes visible to everyone else in the group. Under Data Protection legislation we (Foróige) cannot use personal data (name and telephone number) in this way as we do not have a lawful basis for processing this data. However please read on to see how we can use WhatsApp without being in breach of Data Protection

### **WhatsApp and young people**

WhatsApp groups must not be used to communicate with young people.

WhatsApp groups are not an appropriate method of communication with groups of young people, under any circumstances. Again, the reason is that once they are added to a WhatsApp group their phone number is visible to everyone in the group. This is not safe nor secure.

Creating WhatsApp groups for young people means that we (Foróige) are giving young people's phone numbers to others. There are a myriad of issues that could arise from this. Young people also should not create groups for themselves that are primarily dealing with Foróige business e.g. Youth Café Committee. Of course, should young people choose to create groups between themselves and for their friends this is ok and outside of Foróige's control (and it would not be possible to manage in any event).

Even if the young person agrees to being included in the group it is not sufficient - we would need proof of parental consent, not just the young person's consent. Trying to ensure that we have evidence of parental consent and applying the permissions would be a huge administrative burden on staff and volunteers and most likely, be inoperable and lead to data breaches. The risk is too high to implement a system of parental consent.

However...

You can use the Broadcast List function to communicate with a group of young people on WhatsApp (<https://faq.whatsapp.com/en/android/23130793/>). This enables you to communicate with groups of people but does not show others in the Broadcast List group who else is in the group nor does it show phone numbers.

### **WhatsApp and volunteers/adults (over 18)**

In order to use WhatsApp Groups with volunteers/adults you (or the group administrator) will need to be able to prove/demonstrate that you have the consent of those in the group to be included in the group.

Under the new Data Protection Act 2018 there are more rigorous criteria for consent. Consent must be an affirmative opt in action on the part of the Data Subject. We also need to maintain a record of this consent. This means that a message to the group saying 'If you no longer wish to be included in the group, let me know' is not sufficient. This is not an affirmative, opt in action.

The group administrator must be able to prove that all in the group have given their consent to be included. This can be a text message, an email or a tick box on a Google Form.

If it is a text message you must keep a copy of the text in a file (take a screen shot of it ensuring that you have the name and phone number of the person that sent it).

If it is an email, save the email as a PDF (click on the printer icon in the top right of the email, go to 'Destination' and select 'Save as PDF' from the drop down menu). This can then be saved to a file.

The critical issue here is to be able to demonstrate that they have given consent. All are required to ensure that the above is implemented in the course of their work.

If you have any questions please email [dataprotection@foroige.ie](mailto:dataprotection@foroige.ie)

# FORÓIGE CHARTER OF RIGHTS

IN FORÓIGE, ALL YOUNG PEOPLE WILL HAVE THE FOLLOWING RIGHTS



## THE RIGHT TO SELF EXPRESSION & FREEDOM OF SPEECH

The right to express your opinions, ideas and feelings - to be yourself - to think and act as an individual - to be different - to express unique strengths and talents.



## THE RIGHT TO KINDNESS & RESPECT

The right to be treated with dignity - to be accepted and valued - to positive relationships where you are affirmed and encouraged - to guidance and support.



## THE RIGHT TO BE LISTENED TO & HAVE YOUR VIEWS CONSIDERED

The right to be listened to with empathy and without judgement - to have your voice heard and your views taken seriously.



## THE RIGHT TO BE SAFE FROM ANY TYPE OF BULLYING & THREATS TO WELLBEING

The right to be safe from threats such as bullying, abuse, humiliation and physical danger. The right to privacy and to choose what you want to reveal about yourself.



## THE RIGHT TO EQUAL PARTICIPATION

The right to be treated equally in a group and to be free of discrimination of any kind.



## THE RIGHT TO DEVELOP YOUR PERSONALITY, INTERESTS & ABILITIES

The right to cultivate your strengths and what you love - to learn new things - to develop skills for a good life - to direct your own development - to become the best you can be.



## THE RIGHT TO CONTRIBUTE & TO IMPROVE THE WORLD IN SOME WAY

The right to help others and to be helped - to make your unique contribution - to have an influence - to improve the community - to participate with others in creating a better world.



[www.foroige.ie](http://www.foroige.ie)  