



Zoom Usage Code of Conduct

Any member of TDSC engaging in Zoom video conferencing sessions will abide by the following:

Everyone will:

- Wear suitable clothing, as should anyone else in the household.
- Any computer/device used should be in communal areas within the household not in bedrooms and where possible against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Not share meeting details in public domains/social media • Be aware of online safety www.getsafeonline.org

Meeting Hosts Will be familiar with the risk assesment and will:

- Ensure that chat feature is switched off, unless it's deemed necessary for use.
- Ensure that participants cannot join the meeting before the host and that a waiting room is set up.
- Make necessary efforts to cut down on background noise.
- Ensure that swimmers are muted as they join the session until the session begins.
- Undertake not to record any meetings.
- Ensure there are no 1:1 sessions.
- Ensure that a minimum of 2 club appointed adults are present, Host + Parent Liaison or Welfare officer in first instance.
- Ensure that screen sharing is switched off unless specifically needed for the meeting.
- Place any swimmer on hold if they are deemed by the hosting adult to be breaking a club rule.
- Sessions should be a reasonable length of time.
- Any instances of "Zoombombing" will result in an immediate cancellation of the meeting.
- Email adults the meeting time and link, this will be done with a password. Swimmers will • Use their names for identity – first name and first letter of surname.
- Wave or raise their hand to indicate they wish to participate in the meeting.
- Continue to follow club rules when participating in meetings.
- Not communicate privately through meetings

Parents/carers will:

- Ensure that any computer/device is set up in an appropriate shared area (i.e. not bedrooms).
- Ensure that Zoom meetings invites are not shared outside the BPOSC squad.

- Ensure that an appropriate adult is present when the swimmer is engaging in the session.
And that behaviour is maintained.