A place for sharing top tips and best practice for youth work during Coronavirus

This is an open document for practitioners who work with young people to crowdsource ideas. Please add ideas and questions.

Online Platforms - Potential Tools for Engagement	2
Things to Consider:	4
Safeguarding Policies and Procedures	5
Sample Safeguarding Policies for Participants	5
Guidelines for Company Three members working digitally	5
Code of Conduct – Young Storyhouse Group Safety	6
Sample Safeguarding Policies for Staff	7
Company Three Working Remotely Safeguarding Guidelines.	7
Risk Assessment link: Digital project	9
Practical/Fun/Creative Tasks for Engaging YP Online	10
Useful Articles or Links	11
Youth Theatre Specific Updates	11
Theatre Industry Updates	11
Information, Health and Wellbeing for Practitioners	11
Resources for Young People	11
Help for Freelancers / Artists / Organisations	12
Tech Updates	12
Theatre Offers	12
Letters to Participants and Families	13
Letter to The New Vic Youth Theatre - 16th March 2020	13
Letter to Storyhouse Youth Theatre and Young Company 17 March	14
Company Three's Letter to Participants:	14
Company Three's thread on Twitter about work shutting down:	15

Online Platforms - Potential Tools for Engagement

Pros and Cons from people who have previous experience; may be unique to your own organisation and capacities.

See-Saw: A website and app for media and file sharing

Pros: Easy to use, website and app.

Can upload video, photo, drawings, files, notes directly in-app

Works like many other social media apps, but no personal info shared – you set

a task, challenge etc., the YP send response

Can set up different classes in one app

Can control if YP can see each other's work or not

Can share the young people's work with families if required

Cons: Doesn't feel as instantly connected or an online community as such

Slack: Conversation space, can be accessed by app.

Pros: Grouped conversations

Cons:

Zoom - Online video conferencing.

Pros: Good options on Basic (Free) Package

Can invite up to 100 participants with an email link / password protected.

Participants don't need a Zoom account – on a computer it will open as a

webpage, a free app is available on mobile devices.

Can see up to 25 feeds on your screen

Whiteboard tool

Host can control audio, video etc., set 'breakout rooms' to allow smaller conversations to happen etc.

Great online support and regularly used within the industry already.

<u>www.charitydigitalexchange.org</u> offers 50% of discount for their paid-for annual packages, but may take a few days to sign up to their platform if you're not on it already. Cons: Free package limited to 40min sessions.

Could two meetings be scheduled back to back if longer time required? 24hour meetings available on Pro account at £11.99 per month.

Pow Wow Now - Online conference calling

Pros: Free for unlimited talk time and 'guests' on audio

Cons: £10per month to add video options and webinars etc.

Facebook / Instagram Live etc.

Pros: Young People can view without following / you having access to their profiles

Cons: Age 13+

Would require you to have a 'work profile' to avoid young people having access

to your personal info.

Harder to prevent others viewing – maybe not an issue for some

Microsoft Teams

Pros: Many offices / schools (and therefore YP) already set up to use this

Cons:

Google Hangouts

Pros: Can offer a link to people without Google

Cons:

Google Classrooms

Pros: Good for uploading resources

Cons:

Google Meet (Gsuite)

Pros: Seems easy to use from the participants side of things

Free.

Cons: Group size is limited to 30 – maybe not an issue for some.

<u>Periscope</u>

Pros: Looks like you can do Livestream videos without having to share screens

Can have live interactions by text

Cons:

YouTube Live Stream - Just getting a login for this but I think it is similar to the above.

Kahoot - For online games and quizzes

Things to Consider:

- Many young people will have access to devices for apps and emails etc, but do
 they have sufficient Wi-Fi or data plans at home for extended video sessions?
 What about those who don't? Is there a way to keep them included with anything
 that happens digitally, without them feeling further isolated?
- Can we provide accessible online content for participants in your group who
 might have additional support requirements what do we need to consider in
 order to make this happen?
- How to ensure family members aren't walking around in a towel in the background, for example? Or the YP and their families forgetting they're online / being filmed?
- Host during normal session times to maintain structure and routine
- Parents / Guardians of under 18s to give permission to be in these online platforms
- Create additional code of conduct / safeguarding policies / risk assessments
- Check Insurance Policies cover a change in delivery
- 2 responsible adults in virtual session at any one time
- Record sessions (some platforms do this automatically)
- Record and action safeguarding concerns in same way as face to face contact;
 be transparent with the young people about this

General YP Welfare Concerns:

- Trauma, especially for those already experienced
- School Closures Free Meal provisions
- Exam stress / pressures / release
- Dealing with uncertainty / unknown outcomes / constant change
- Loneliness, anxiety, depression, mental health
- Unstable / unhappy home life where YT may be escape
- Dealing with boredom
- Lack of structure / stability
- Also talking about how we look after the young people while activities are
 ongoing i.e. keeping them updated with our plans and giving them space to talk
 about their disappointment (cancellations), fears and how we can stay connected
 with them virtually. So important for all but esp. those who come to groups as
 escape, support etc.

Safeguarding Policies and Procedures

Sample Safeguarding Policies for Participants

Guidelines for Company Three members working digitally

During this period of shutdown we want to work digitally to connect, create work and support each other. In order to do this we are going to use digital platforms. When using these platforms it is important to protect you and your families and follow our online code of conduct. As always please remember our C3 rules.

Be Brave Be Kind Be Yourself

LIVE VIDEO CHAT

- Never use your full name, first names will do.
- Make sure people you are living with know you are on a live video chat. Don't include them in the chat.
- Wear appropriate clothing, even on parts of you that you think won't be seen
- Remember it's easy to misinterpret things online follow our three rules
- Refer to a group leader directly if you feel worried about anything
- Do not record or take photos of anything without the others consent.

SUBMITTING VIDEOS

- Don't use your full name
- Don't film things that might reveal your exact address, school or somewhere you go regularly (e.g. a sports club or activity)
- Don't film anyone else under the age of 18
- Wear appropriate clothing
- Keep yourself safe don't share something that feels too personal, complicated or sad.

If you are worried or concerned about anything online or personal during this period please contact Company Three staff; they will listen and find you to the right support.

C3 phone numbers and emails

Nuna	XXX	nuna@companythree.co.uk
Ned	XXX	ned@companythree.co.uk
Angie	XXX	angie@companythree.co.uk
Becky	XXX	becky@companythree.co.uk

C3 phones are only turned on during sessions and from 10am-5pm on weekdays

Code of Conduct – Young Storyhouse Group Safety

We will do our best to keep the Slack group safe, but we cannot guarantee it. We need your help to keep the group safe, which includes the following commitments by you:

You will not bully, intimidate or harass any user.

You will not upload viruses or other malicious code.

You will not solicit login information or access an account belonging to someone else.

You will not post content that: is hate speech, threatening or pornographic; incites violence; or contains nudity or graphic or gratuitous violence.

You will not post unauthorised commercial communications (such as spam).

You will not engage in unlawful multi-level marketing, such as a pyramid scheme.

Registration

We ask that you set your display name to be your first name and initial of your last name (e.g. John S).

We will disable your account should you be inactive over a period or if you leave the programme.

We will disable your account if you have broken this code of conduct.

You can deactivate your account at any time.

You must not share your password, let anyone else access your account or do anything else that might jeopardise the security of your account.

We will encourage parents and guardians to also have access to the group and they will be aware that the group exists. The code of conduct also applies to them.

Protecting other people's rights

We respect other people's rights and expect you to do the same.

You will not post content or take any action that infringes or violates someone else's rights or otherwise violates the law.

If you are not happy with how a user is communicating with you on Slack, please let us know immediately by emailing us

Sample Safeguarding Policies for Staff

Company Three Working Remotely Safeguarding Guidelines.

Company Three Safeguarding Remote Working with Children and Young People

During this period of social distancing Company Three staff will be working from home and with our young people digitally. This document provides the guidelines for all workers to keep themselves and the young people they work with safe.

It should be read in partnership with Company Three's main safeguarding policy.

Designated Safeguarding Lead: Becky Martin, Executive Director Deputy Designated Safeguarding Lead: Ned Glasier, Artistic Director

WORKING FROM HOME

When working from home Company Three staff will have their own accounts to access emails and a log-in to our dropbox account. All Company Three files are saved on Dropbox and files with personal and contact details are password protected.

- No young people's details or images will be downloaded or saved on their computers (unless it is a computer provided by Company Three for work use only).
- C3 staff will not share their accounts or log-ins with other members of staff and only log into their own accounts.
- If young people's images need to be downloaded for photo or video editing then they will be deleted once the edit has taken place and the edited film is uploaded to Dropbox.
- Artists who need access to creative content including videos are given links which enable them to watch videos online but not download.

COMMUNICATION VIA TELEPHONE

A Company Three mobile phone is provided for all staff to make contact with young people. Staff will not use their personal mobile phone for this purpose. All company mobile phones are to be PIN locked so that data is not accessible by others.

USE OF COMPANY PHONES OUTSIDE OF WORKING HOURS

Staff members should turn their work phones off when they are not working for Company Three. Status messages on WhatsApp and other instant messaging services and Voicemail messages should state that the phone will only be turned on during working hours.

COMMUNICATION VIA EMAIL

Staff will be required to email young peoples' personal email addresses. In such cases staff should use clear language to avoid any misunderstanding on the part of the recipient. It may be appropriate to copy in another staff member for transparency. Staff

members who have concerns regarding the content of an email that they send or receive from a young person should consult the DSL or DDSL for guidance.

COMMUNICATION VIA SOCIAL MEDIA

Company Three will use social media during this time to communicate with young people. Current social media applications the C3 staff will use include whatsapp, twitter, facebook, tiktok and instagram. Contact with young people through such forums should only take place through organisational accounts. Company Three will not follow young people's accounts and only invite members to follow Company Three accounts.

If a Company Three staff member receives content from a young person which they believe is inappropriate they will not forward the content or delete it but immediately contact the DSL to report the content and the DSL will follow the safeguarding incident procedure of Company Three (see main safeguarding policy).

Current organisational accounts are as follows:

Application	Account Domain	Account Moderators
Twitter	https://twitter.com/company_three	Ned Glasier (Artistic Director)
Instagram	https://www.instagram.com/c3hq/ www.instagram.com/companythree	Nuna Sandy (Producer)
Facebook	https://www.facebook.com/companythree/	Becky Martin (Executive Director)
Tik Tok	tiktok C3HQ	Nuna Sandy (Producer)

COMMUNICATION VIA DIGITAL PLATFORMS

When communicating with young people via digital platforms Company Three staff will use Company Three accounts and phones and ensure that the personal numbers of young people and freelancers are not shared.

C3 staff and C3 freelancers will be the only adults present in Company Three digital platforms.

All parents will be informed of the platforms to be used and the dates and times of sessions and the adults who will be in these platforms.

C3 Staff set clear rules of engagement for working on digital platforms. These rules will be in line with the Three Company Three rules:

Be Brave Be Kind Be Yourself

Staff will also remind young people that this is not a private space and whatever they share online will be seen by the group.

Any young person who breaks the above rules will be removed from the platform by Company Three staff and parents/carers will be informed.

RECEIVING A DISCLOSURE ONLINE OR VIA MOBILE PHONE

We recognise that at times, members might disclose information to staff members via texts, calls or digitally.

If a staff member receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for action to an executive staff member (DDSL/DSL), ideally by speaking to them in person (if the disclosure takes place in working hours) or by phone. The DDSL/DSL will follow the procedure below. If the staff member cannot get hold of the DDSL/DSL, or a more senior member of staff, they should also follow this procedure.

- Check with the young person What is happening? Where are you? The staff member should not attempt to solve the problem.
- Contact the young person's parent/guardian, or if applicable the social worker/key worker associated with that young person. If there is no response:
 Alert the emergency services (in most cases this will be the police) by calling 999 and giving as much information as possible.
- Write up an incident report on the situation within 24hrs.

SHARING WORK CREATED ONLINE

When Company Three share work created online will take the following steps;

- Share the final edits with the young people and their parents/carers before sharing.
- Not use a child's surname in photography or video content.
- Gain parental/quardian consent for their child to be photographed and videoed
- Only use images of children in suitable clothing to reduce the risk of inappropriate use.
- Only share content through Company Three's official accounts.

If, for whatever reason, a parent/carer or young person is not happy with the use of content, then Company Three will not share the content.

Child	All		2	2	4	Safeguarding
Protection			_		4	training or
and		· Company policy				refresher for all
Safeguardin		and procedures on				staff.
g of		working with				otan.
Children		children/young people				
and		known and				
Vulnerable		implemented by all				
Adults		Storyhouse staff and				
Addits		volunteers.				
		· Storyhouse Child				
		Protection and				
		Safeguarding				
		Vulnerable Adults policy				
		and procedure.				
		· Digitally working				
		with young people				
		policy				
		· All Storyhouse staff				
		working with				
		children/young people				
		have been vetted				
		according to their				
		enhanced DBS checks.				
		· Child/young person				
		advised to report any				
		issues or concerns				
		immediately.				
		· Sessions to be				
		recorded providing				
		consent is provided				
		·				
		DBS checked staff				
		per session				

		 Each session staff will do a check in with young people on their emotional wellbeing As part of the code of conduct young people will be reminded of the space that they are in using their webcams 				
Online software hacking/viru s protection	All	 Use of trusted video conferencing site Parents and young people agree to video conferencing terms and conditions and understand Storyhouse are not affiliated with the platform 	1	1	2	
Behaviour	All	Young People to be briefed on rules and warning system in place during the sessions. — All parents/guardia ns will be sent the rules and code of conduct of the group so that they can let their children know. Young people to be made aware of CEOP	1	1	2	

for reporting online abuse Reporting procedure in place for all staff allegations — see Safeguarding policy Code of Conduct in place for staff and volunteers	
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Slips, trips and falls	All	Vo.	2	2	4	
		 Young people to be reminded that sensible 				
		and appropriate				
		footwear to be worn				
		· Young People				
		advised to report any				
		concerns immediately.				
		· Before a session				
		young people are asked				
		to ensure they have enough space with no				
		obstructions.				
		 Participants have been advised on the 				
		nature of some of the				
		activity they must be aware of their own				
		physical limits.				
		 Warm up and cool down during activity. 				
		acom coming country.				

Violence - verbal abuse threatening gestures and harassment aggression		 Incidents reported Sessions and chat's will always be recorded and monitored 	1	1	2	
Noise	All	 Young person advised to report any concerns immediately. Ability to use closed captioning Young people advised to maintain their own safety when using headphones 	1	1	1	
Electrocutio n	Technic ians	 Parents are made aware that they are responsible for their own equipment Staff to use work laptops 	3	1	3	

Link to Risk Assessment of digital project focusing on mental health and wellbeing:

https://docs.google.com/document/d/1UxX8bwA6iONUdrGRKQxJNmEeR7wYBqqQlsRY8JYT5ic/edit?usp=sharing

Practical/Fun/Creative Tasks for Engaging YP Online

- Daily tasks to submit to [Slack?] [Whatsapp?]
- Selfie challenge?
- CoronaVirus Self-Isolation Activities and Resources please feel free to add/edit/change/repurpose
- Script reading
- Using model boxes and figures to show blocking
- 'Something beginning with something' who can be the first person to name an 'Animal beginning with K', 'Element beginning with F', 'Football team beginning with R'...
- 'I Connect' someone says something that applies to them 'I have brown hair', 'I
 like ice cream', and the first person to say "I Connect" or signals (if muted) gets
 the next go.
- HABBO For those who might want a virtual interaction and have young people with a digital interest...someone recommended https://www.habbo.com/ to me free online and from reading into it has quite a lot of safeguarding and you can run separate 'rooms'. Only for 13+
- If YP have access to paper/pen etc. then they can respond to questions games online with a visual.
 - Word association games
 - Draw this
 - Ask someone to describe something in their desk and the group has to draw it
- Check out a tweet thread that Eve Leigh @EevLee did on Twitter last week. She called it 'Workshop for a Digital Body' and it's a really nice example of setting small tasks to generate creative responses

Useful Articles or Links

Youth Theatre Specific Updates

This document - for sharing externally
 https://docs.google.com/document/d/10yYzJ9PVDYDnJFec_f9ChA0HJFAOqEPjZhbht7b
 https://docs.google.com/document/d/10yYzJ9PVDYDnJFec_f9ChA0HJFAOqEPjZhbht7b
 https://docs.google.com/document/d/10yYzJ9PVDYDnJFec_f9ChA0HJFAOqEPjZhbht7b
 https://docs.google.com/document/d/10yYzJ9PVDYDnJFec_f9ChA0HJFAOqEPjZhbht7b
 https://docs.google.com/document/d/10yYzJ9PVDYDnJFec_f9ChA0HJFAOqEPjZhbht7b
 https://docs.google.com/document/d/10yYzJ9PVDYDnJFec_f9ChA0HJFAOqEPjZhbht7b
 https://document/d/10yYzJ9PVDYDnJFec_f9ChA0HJFAOqEPjZhbht7b
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Theatre Industry Updates

- Facebook Group UK Theatre Industry Coronavirus Support https://bit.ly/2QwFKqZ
- Teaching Theatre Online: A Shift in Pedagogy Amidst Coronavirus Outbreak https://bit.ly/2IZART5
- https://cmxhub.com/a-comprehensive-list-of-tips-tools-and-examples-for-event-organizer-s-during-the-coronavirus-outbreak/

Information, Health and Wellbeing for Practitioners

- https://mcusercontent.com/e68315dd39f97787827c1ef00/files/7e0a213b-e145-4a76-b90
 5-fd709cce2559/What Next Coronavirus paper 120320.03.pdf
- Meditation and Mindfulness:
 https://www.calm.com/blog/take-a-deep-breath?utm_source=lifecycle&utm_medium=em
 ail&utm_campaign=difficult_times_nonsubs_031720
- Sheila Preston, Applied Theatre Lecturer, Coach and with several published work on Facilitation created an app and website to support and promote self-care to all the professionals, practitioners, facilitators and artists working in community and education settings. There you can contact her for Coaching support (free and membership). Also, it is a space willing to support anyone of us and surrounding ones during the Covid19 crisis. www.thrivingfacilitators.com

Resources for Young People

- https://young.scot/campaigns/national/coronavirus
- Meditation and Mindfulness
 https://www.calm.com/blog/take-a-deep-breath?utm_source=lifecycle&utm_medi_um=email&utm_campaign=difficult_times_nonsubs_031720
- BBC Bitesize Teach students to wash hands properly with this dance challenge!

• https://www.thinkuknow.co.uk/professionals/our-views/parents-helpsheets/

Help for Freelancers / Artists / Organisations

- https://covid19freelanceartistresource.wordpress.com/
- https://bectu.org.uk/article/covid-19-advice-for-members-working-in-theatre-live-events-a nd-the-arts/
- https://www.nayt.org.uk/articles/small charities advice on coronovirus
- HMRC Helpline for Self Employed and Businesses 0300 303 0660
- HMRC Coronavirus helpline for tax and business enquiries: 0300 456 3565
- Free Federation Memberships for three months. We are only as strong as our
 membership and we need creatives from across the country to join us at this time of
 crisis for the sector. We are encouraging freelancers and smaller organisations who will
 be hit hardest to join us as a Creative Industries Federation Member free of charge for
 the next three months, so we can support you with relevant news and updates whilst you
 navigate the challenges of the ongoing Coronavirus emergency.
 https://www.creativeindustriesfederation.com/news/free-federation-membership-three-months

Tech Updates

- https://www.nayt.org.uk/articles/examples of digital theatre
- https://www.techradar.com/uk/best/best-video-conferencing-software
- https://twitter.com/Figure53/status/1239544820844167170 QLab are offering a free temporary Pro Bundle to anyone (students or teachers) with an educational email address
- Navigating Uncertain Times: How schools can cope with Coronavirus Edsurge
- Preparing for distance learning due to school closures Newsela
- Keep calm and trust in edtech: tools for teachers Education Technology

Theatre Offers

- Sherman Theatre offering GCSE and A Level Resource Packs available contact <u>timothy.howe@shermantheatre.co.uk</u> for Gary Owen's The Cherry Orchard, Dublin Carol, Mother F**ker With The Hat, Lord Of The Flies (All female version), Woof! (Welsh language play) and Hedda Gabler.
- Jamie Hendry Productions have made the recording of their 2017 production of 'The Wind in the Willows The Musical' (the one with Rufus Hound and written by Julian Fellows, and Stiles & Drewe) available for free for everyone: https://www.willowsmusical.com/

live streaming with three cameras. I know this is a fairly big set up - testing live streaming in the round for a NPO regional theatre. In an end on or smaller environment a much smaller set up could achieve a good live stream

- C3 have some archive films of our youth theatre and professional productions available.
 Was wondering if anyone is interested in a sharing platform of archived films so that youth theatre participants can access more theatre whilst self-isolating?
- Camilla Gordon is organising a Zoom tutorial session, Friday at 2pm. Email camilla@camillagordon.co.uk for an invite. It will be around how to use Zoom, how to engage YP, some games you can play, practicalities of using it etc

Letters to Participants and Families

Letter to The New Vic Youth Theatre - 16th March 2020
 Shared by Kat Hughes Youth Theatre Director.

Dear Youth Theatre Member and Family

We have been receiving enquiries regarding our plans for our sessions due to the outbreak of Coronavirus.

At present, the building is fully open, and Youth Theatre is running this week. However, we are closely monitoring all government and NHS advice and will review the situation on a daily basis. Schools are continuing to open and naturally, we will be guided by their actions on young people's participation.

We must stress that the safety of our Participants is the priority for us. The situation is being monitored each day and that as soon as new advice or new orders are given, we will observe them immediately. During our sessions we will minimise risks by reducing contact exercises, maintaining high standards of hygiene in our spaces and asking all participants to wash hands prior to the sessions.

We ask for participants showing any symptoms of a fever or a cough to remain at home for the safety of the groups.

As of Monday 16th March we have two weeks left of the remaining term, this is two sessions. We will not be presenting showbacks this term due to anticipated lower attendance making the showbacks untenable. We will roll them over to next term, which we have done in past years to make the most of the Easter break for line learning.

We are putting plans in place for free online engagement activities over the Easter break to keep everyone connected and creative during this uncertain time.

In the event of any cancelled sessions we will leave voicemails on the Education phone number: 01782 381366 we will also put a message on our Facebook page and endeavour to ring all our participants. Please like our New Vic Youth Theatre Facebook page for updates this will also include updates for all our New Vic Education events.

We cannot stress enough how important it is to have your participation forms up to date for contact details and online permissions as we will not be able to contact you unless we have the correct details. When you sign in this week please check your/your child's form.

We encourage Youth Theatre members to be their usual generous brilliant selves.

Kat Hughes

Letter to Storyhouse Youth Theatre and Young Company 17 March

Yesterday government advised that, whilst stopping short of forcing theatres and cinemas to close, people should stay away from these venues; accordingly, Storyhouse's building will temporarily close from today Tuesday 17 March.

We have therefore taken the decision to end the current term for our [DELETE AS APPLICABLE] *youth theatre / young company*. This will be a pause whilst we follow government advice; will be back in action as soon as possible – but nothing is more important to us than the health of our young people and wider community.

In the meantime, we will create ways for our members to remain in touch and enjoy the fun of [DELETE AS APPLICABLE] *youth theatre / young company* in their week - even if it is in your living room virtually! We will keep you updated on this, but it is our next priority. We know that now more than ever, we need ways to keep connected, creative and curious about our world. As you know membership to youth theatre is not a week-by-week fee, but we do understand the change in this situation. If you would like a refund on the remaining weeks for the term, please do let us know; we will arrange this immediately. For those who choose not to request a refund please know that your membership fee ensures our self-employed workshop leader and assistants are paid throughout the term. It also supports the wider work of Young Storyhouse.

We will continue to monitor the situation and keep you promptly updated. We aim to be back open as soon as we can, we will miss you all too much otherwise!

If you do have any questions, please do not hesitate to contact us.

• Company Three's Letter to Participants:

C3 - Staying in touch

We want to stay in touch with all our members during the next few weeks and months. This means we will be:

Checking in as often as we can by phone and text to offer support, advice and guidance.

Helping to connect members with other services should they need them.

Running new online projects to keep you writing, making, performing.

Linking you up with online opportunities that other theatre people and organisations are offering.

Setting up other ways to keep C3 going – if you have any ideas, just let us know.

We care so much about you all and want to support you.

We think that the next few months are going to be really strange and sometimes difficult.

If you need help or support, please let us know. It might be just that you feel lonely, or confused, or angry, or you just need a chat. We will have a list of other specialist organisations who can provide support and advice and if you need us to speak up for you, we will.

The C3 phone will be on during office hours (Mon-Fri 10am-6pm) and you can also contact us on our work emails.

We look forward to seeing you online, chatting to you on the phone and making some theatre – even if we can't be together.

Stay in touch!

Angie, Becky, Ned & Nuna

• Company Three's thread on Twitter about work shutting down:

https://twitter.com/company_three/status/1239889727194566662?s=20

ZOOM TUTORIAL from Camilla Gordon - please add to this as very brief

To Start

Housekeeping

- telling people to turn their microphones onto MUTE so you only unmute when you need to speak
- Recording so you can send it to others but ask permission of participants
- You can send a Poll to agree this
- Mobile App might not have all the functionality

Break Out Rooms - great to get into smaller groups

- Can be set by the host
- Can be set before you start
- Host can then move into those breakout rooms
- Whiteboard in Break Out Rooms so you can play Pictionary
- You can ask for HELP and the Host will join breakout room

Meeting Options (to setup beforehand on settings – some only on PAID)

- Join Before Host (so people can't join before you join)
- Breakout Room (set before people arrive so you know the groups)
- Chat settings (you can set that people can't private message important with young people)
 - Click the Three Dots Change permissions on who can use the chat and send messages
- Can set a Co-Host for the session
 - 2 to 3 Co-Hosts for working with young people
- Closed Captions
 - Set a Co-Host to type up if someone needs this

Safeguarding

- You can set a Password on Inviting so no uninvited guests
- DBS facilitators make sure you have the same numbers you would in the room.
- Ground Rules at the start Tell people not to take pictures (and you can turn off screenshots)
- Hosts can turn the cameras OFF
 - You can't get them ON though have to ask
- Hosts can MUTE videos
 - You can't get them ON though have to ask.
- Under 13s Parent Permissions

Virtual Backdrop (button next to the STOP VIDEO)

- Super Fun
- Only if your computer is good enough

Notes from the Coronavirus Time Capsule Zoom Meeting 23 March

Welcome and intro
Thanks for all being part of the WhatsApp Group.
This is Company Three.
About the Company.
Vision – we want teenagers to have space to tell their own stories and make their own change. A world which listens to, understands and celebrates teenagers.
That feels particularly relevant right now – talking to SJB/Sussex about how youth theatre might be key in researching the impact that this is having on teenagers.
Three parts of our mission:
Space – focusing on how to support our young people and help them thrive in this situation. Things that teenagers need right now are:
· Connection
· Mental Health
· Expression (being heard)

2. Work – creating work that will shine a light on who teenagers are right now.	
 Sharing – we want to share this with you all because we think we'll achieve more together. 	
The Coronavirus Time Capsule	
Inspired by our play EVERYTHING – a time capsule play made live by the cast onstage.	
In researching the play we found out that people often make time capsules when things are uncertain or difficult so it feels right to be making one now.	
A time capsule feels right because it is basically a very adaptable container that you can put anything into – a space for small bits of creativity from everyone.	
Our plan was to make EVERYTHING in a big London theatre in October. We hope this is still going to happen. Our plan is to share our making process with companies everywhere so everyone makes their own time capsule play.	
We hope that's all still going to happen, but in the meantime we've basically repurposed our plan to make the Coronavirus Time Capsule.	
We're being supported by Nick Hern books and our idea is to make this an international thing.	

The Coronavirus Time Capsule
The overall idea is to make one structure that everyone can approach in their own way.
It's open source, totally flexible, suitable for any group of teenagers.
Project for teenagers but obviously anyone can do it – we want the focus to be on teenagers.
Here's how it works:
Every Monday we release a Topic for the week.
It'll be very broad
You can choose to do our topic, or do your own.
We'll also release some videos from our artists with some tasks that YP might use to respond to the topic.
You can choose to use these videos, or make your own (or do it differently)
We're then going to meet our YP on Zoom, talk about the topic and what to do with it.

Kids then have Tuesday/Wednesday to make a 15 second video.
Idea is it's crafted, thought about – not just a piece to camera.
On Thursday we then edit it all together
And on Friday we release it
Ideally we release it with everyone else – again, it's up to you.
adding the release to this everyethe electric again, no ap to year.
It's a cumulative thing, so it grows every week.
And hopefully we get loads of people doing it.
Our Brainstorm blueprint has now been made by more than 70 companies worldwide, so we're hoping to draw on that.
Show website – this is how it will look Draft at the moment.
Main page (sign up)

Week by week videos
Resources page
That's the plan…
Questions -
What wasn't clear?mail
How does this feel overall?
What would you need to make you feel really confident to deliver it?