

## Best Practice for Safeguarding Using Zoom for Godly Play

***Before you schedule meetings, go onto the Zoom website and sign into your personal account, go into settings and do the following:***

**Disable:** video/audio recording, saving functions, virtual backgrounds and screen sharing of participants.

**Set it** so that you won't use personal ID for meetings - instead ***use auto generated IDs and always set a password for meetings***

**Disable** function to set password within the url for meeting which by-passes entering password - this will stop anyone with url getting in without a password being entered.

**Email participants** directly with link to Zoom Meeting and Password - ***don't share password or link to zoom publicly on social media or church websites.***

**Use Waiting Room function** – All participants go to the waiting room when they dial in. The host/doorperson lets them into the call and can put them back into the waiting room or put them out of the meeting if they are not meant to be on that call.

**Set up Co-Hosts/door people** – this allows trusted participants to help monitor and control what is happening while you are storytelling. When this adult joins the call, click on the ***manage participants*** list and click on the ***name of the adult*** to be co-host. Then click on ***More*** to see a list of options – here you click ***make co-host***. To use this function, make sure you have allowed the co-host function in your settings of your zoom account.

Basically make sure that the Host has control of all functions and if someone does get into a zoom who isn't meant to, remove them from meeting as they will not be able to return.

Here is a helpful blog:

[https://www.linkedin.com/pulse/i-just-got-zoom-bombed-very-nice-tony-lynch?fbclid=IwAR174DHtMzTu-iPZKiS\\_bnNFMIGiRHYWejC-DnCFrTD0Zk681u9n-NqXvM](https://www.linkedin.com/pulse/i-just-got-zoom-bombed-very-nice-tony-lynch?fbclid=IwAR174DHtMzTu-iPZKiS_bnNFMIGiRHYWejC-DnCFrTD0Zk681u9n-NqXvM)