Online Youth Safety Policy and Procedures

Purpose: To ensure the safety and nurture the growth of all participants involved in Friend General Conference's programming. These policies and procedures apply to all participants enrolled in Junior Gathering and High School programming.

Queries
We ask all staff, children, and youth in FGC programs to reflect on these queries to build awareness and strengthen community responsibility.

1. **How do we create a loving environment in which deep connection can arise while we maintain the safety and nurture the growth of everyone involved?**
2. **How does this decision support FGC and this community in its goal to transform into an actively anti-racist faith community?**
3. **How are we caring for and attending to the needs of the youth of color in our programs?**
4. **Are there any children or young people who may struggle to participate in virtual spaces? If so, what extra support can be put in place for them?**
5. **When considering something you might do or say, ask yourself:**
   - Does it nurture myself?
   - Does it nurture the group?
   - Does it nurture the FGC Gathering community as a whole?

   If the answer is "no" to any of these questions you probably shouldn't do what you were thinking of.

Youth Participant Guidelines
Children age 10+ must review and discuss the guidelines with parent/guardian. FGC must receive a digitally-signed copy of the guidelines before the child can participate in any online programming.

1. Each participant is expected to treat all persons at the Gathering with respect.
2. Each participant is expected to respect the confidential space of FGC Programs and protect the personal stories of all participants. "What's learned here may leave here, what's said here stays here."

3. Harassment and bullying of any kind will not be permitted at the Gathering. This is not only a Youth Program guideline, but a Gathering Expectation as well. See the Gathering Expectations for specific examples.
4. Youth in the High School Program must attend the online orientation held on the first Sunday of Gathering.
5. High School Participants must attend a daily mandatory support group. Participation in workshops is strongly encouraged. You are expected to arrive on time and to stay until the activity is over.
6. Youth are not permitted to attend Gathering events under the influence of illegal drugs or alcoholic beverages. This is not only a Youth Program guideline, but a Gathering Expectation as well.
7. High School Participants will refrain from sexual activity while participating in Gathering programming. This includes sharing any sexual content online.
8. Smoking guidelines are determined by the High School Business Meeting. Please see the Participant Expectations for FGC High School Program for complete information.
9. The High School program is only open to members of the High School community and staff. Other Gathering attendees are not permitted in High School Gathering spaces.
10. Limit technology use when possible, in the interest of staying present. Please refrain from spending time on your phone or doing other activities on the computer during program time.
11. Youth are not permitted to take screenshots and/or recordings during any FGC Online Programming.

Parent & Guardian Guidelines

Parents/guardians must review and discuss the guidelines with their child. FGC must receive a digitally-signed copy of the guidelines before the parent/guardian and child can participate in any online programming.
1. Parents/guardians are expected to help their children to be actively engaged with Junior Gathering and High School activities.
2. A Parent or guardian of children under age 10 are expected to be present and in the room during Junior Gathering.
3. Parents/guardians of High School participants must sign a Parental Release form.
4. Parents/guardians of High Schoolers are expected to attend an online orientation held on the first Sunday of Gathering. If unable to attend, please contact the High School Coordinators.

Staff and Adult Volunteer Guidelines
1. All youth program staff must undergo a background check process
   - All High School staff and Junior Gathering Coordinators must have two references, a criminal background check and a Meeting Verification on file.

2. All staff are Mandatory Reporters.
3. All staff must complete an annual online Child Safety Training and pass a Child Safety quiz by 80%.
4. Lend-a-hand volunteers and presenters do not have references on file but are never alone with a young person. They are always accompanied by coordinators or other staff.
5. There will always be a minimum of 2 staff present in any online session or break-out group.
   - A back-up staff member will be assigned to each time slot and be available as needed.
6. All staff have a direct line of communication to report any concerning behavior. High School staff should report to the High School Co-coordinators. Junior Gathering staff should report to the Junior Gathering Co-clerks. All staff can report directly to the Gathering Youth Coordinator or the Gathering Conference Coordinator.

Procedures
Pre-session:
1. FGC will use the Zoom platform for its online youth programs.
   - Zoom keeps and accesses data from any recordings, whiteboards, chat data etc. – therefore no sensitive data should be uploaded, discussed in chats, or recorded using Zoom.
2. Parents/guardians will be given a copy of the zoom privacy policy upon signing up for FGC Youth Programming. (https://zoom.us/privacy)
3. For children in the Junior Gathering program, parents/guardians will receive the times and log-in information for any online programming.
4. Parents/guardians of High Schoolers will be cc'd on event invitations.
5. FGC Youth Programs will use the following default zoom settings:
   These settings may be changed to meet a specific program need, but the default is reset.
   - cannot join before host
   - waiting room on (removed participants cannot rejoin)
   - muted on entry
   - participant whiteboard off
   - disabling screen share
   - only host can share screen
   - chat function to chat host or everyone publicly only
   - virtual background off

At the beginning of a session:
1. FGC Staff will sign into the online session prior to any youth in order to prepare.
2. FGC Staff will introduce themselves.

3. FGC Staff will mention safety and security at the beginning of each session and tell participants the process for reporting any concerning behavior. Please reach out to Marian Dalke, Gathering Youth Coordinator, at jg@fgcquaker.org.
4. Participants are invited to introduce themselves.
5. Anyone else present in the participants' space is invited to introduce themselves.
6. Check zoom knowledge of participants.
7. Review community guidelines.
8. In High school support groups, the High School Coordinators will drop by at the beginning of the session to make sure only youth registered and with guidelines on hand are in the session.
9. During High School Support Groups, the High School Coordinators may drop by at any time during the session.

At end of sessions:
1. Staff will stay until the end of the session and debrief with one another.
2. Staff will report any concerning behavior to High School Coordinators, Junior Gathering Co-clerks or Gathering Youth Coordinator

Dealing with Disruptions
In the event of a Zoombombing the Zoom Host (and co-hosts/tech support) should:
1. Turn on the Waiting Room
   a. From the Security button so nobody else can enter the meeting
   b. Practice this before it's needed
2. Move the Zombomber to the waiting room, don't remove them from the meeting
   a. This is reversible - if it turns out you misidentified a participant as problematic, you can bring them back
   b. If you use Zoom's "Remove Participant" feature, there is no way for them to get back in or for you to bring them back.
   c. Chances are that legitimate participants will be confused and bewildered and linger in the waiting room while intentional disruptors will realize the fun is over and leave.
3. Ensure participant screen sharing is off
   a. Practice this before it's needed
4. Scan for inappropriate participant screen names or images
   a. Move those participants to the waiting room - which the Zoom host should have enabled
5. Mute all participants
   a. Do not allow participants to unmute themselves: check
6. Turn off the Chat (from the security button)
   a. This takes away everybody's ability to chat and diffuses zoombomber joy

If there is a disruption caused by someone within the community (not a zoombombing)

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7. If possible, gently ask the participant causing the disruption to stop and to bring their attention back to the group.
8. If it is not possible to address the disruption within the group, the facilitator (or other adult present) may bring the participant causing the disruption and one other adult into a breakout room to privately talk through what's going on and how to resolve the issue.

Photo permission:
1. We do not record Zoom events or take screen shots of participants, except with full awareness and preparation for occasional, promotional snapshots or certain workshops we want to make available for access to community members who could not attend.
2. Participants are not permitted to take "screen shots" and/or video record on their own devices.