



Provisional 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.

Youth Participant Guidelines

Children age 10+ must review and discuss the guidelines with parent/guardian. FGC must have a copy of the signed guidelines on hand before the child can participate in any online programming.

1. Each participant is expected to treat all persons at Virtual 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 Virtual Gathering. This is not only a Youth Program guideline, but a Virtual Gathering Expectation as well. See the Virtual Gathering Expectations for specific examples.
4. Youth in the High School Program must attend the online orientation on 6/28/2020.
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 Virtual Gathering events under the influence of illegal drugs or alcoholic beverages. This is not only a Youth Program guideline, but a Virtual Gathering Expectation as well.
7. High School Participants will refrain from sexual activity while participating in Virtual 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 Virtual Gathering attendees are not permitted in High School Gathering spaces.
10. 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 have a copy of the signed guidelines on hand before the parent and child can participate in any online programming.

1. Parents and guardians are expected to help their children to be actively engaged with Junior Gathering and High School activities.
2. Parents of children under age 10 are expected to be present and in the room during Junior Gathering.
3. Parents of High School participants must sign a Parental Release form.
4. Parents of High Schoolers are expected to attend an online orientation on 6/28/2020. If unable to attend, please contact the High School Coordinators.

Youth Staff 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 “floating” 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.

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. **When considering something you might do or say, ask yourself:**
 - Does it nurture myself?
 - Does it nurture the group?
 - Does it nurture the FGC Virtual 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.

3. **Are there any children or young people who may struggle to participate in this way? If so, what extra support can be put in place for them?**

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 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 off
 - 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.
 - Tell High School Coordinators, Junior Gathering Co-clerks, Gathering Youth Coordinator, or Gathering Conference Coordinator.
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

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.