

1.8A (3)

Summary Checklist for Using an Online Communications Platform with Children and Young People (ZOOM)

Issue	Completed by and date	Approved by and date
Step 1- Initial Approval		
Written rationale for using this format		
Hazard Assessment carried out 1.8A available at in the "Using an Online Communications Platform with Children and Young People "Zoom" Policy & Procedures" available at www.waterfordlismore.ie/safeguarding-children/		
Which technology / platform will be used?		
Step 2 – Planning		
<ul style="list-style-type: none"> - Practical details completed and shared with participants: - Leader checks that Joint Zoom Consent forms are signed by Child and Parent / Guardian. Template available at www.waterfordlismore.ie/safeguarding-children/ - Leader checks that Code of Conduct has been agreed to 		
Check that all leaders have been vetted and have attended appropriate safeguarding training.		
Plan for session - including timings, alternative facilitation skills, resources etc		
Supervision ratio complied with		
Step 3 – Running the Ministry		
Check that leader roles and responsibilities have been assigned as per "Using an Online Communications Platform with Children and Young People "Zoom" Policy & Procedures" available at www.waterfordlismore.ie/safeguarding-children/		
Keep a log of meeting <ul style="list-style-type: none"> • <i>Template 1.4A Template 1 Attendance Register for Large Groups</i> • <i>Parish / Diocesan Youth Ministry Zoom Log</i> available at www.waterfordlismore.ie/safeguarding-children/ 		
Step 4 – Evaluation		
Evaluate the event / meeting		