



### 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
<b>Step 1- Initial Approval</b>		
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 <a href="http://www.waterfordlismore.ie/safeguarding-children/">www.waterfordlismore.ie/safeguarding-children/</a>		
Which technology / platform will be used?		
<b>Step 2 – Planning</b>		
<ul style="list-style-type: none"> <li>- Practical details completed and shared with participants:</li> <li>- Leader checks that Joint Zoom Consent forms are signed by Child and Parent / Guardian. Template available at <a href="http://www.waterfordlismore.ie/safeguarding-children/">www.waterfordlismore.ie/safeguarding-children/</a></li> <li>- Leader checks that Code of Conduct has been agreed to</li> </ul>		
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		
<b>Step 3 – Running the Ministry</b>		
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 <a href="http://www.waterfordlismore.ie/safeguarding-children/">www.waterfordlismore.ie/safeguarding-children/</a>		
Keep a log of meeting <ul style="list-style-type: none"> <li>• <i>Template 1.4A Template 1 Attendance Register for Large Groups</i></li> <li>• <i>Parish / Diocesan Youth Ministry Zoom Log</i> available at <a href="http://www.waterfordlismore.ie/safeguarding-children/">www.waterfordlismore.ie/safeguarding-children/</a></li> </ul>		
<b>Step 4 – Evaluation</b>		
Evaluate the event / meeting		