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**Ups and Downs Southwest**

**General Use of Conferencing Platforms Guidance**

To keep everyone safe and comfortable, below are a set of guidelines for our online services, that we ask all hosts and participants to follow.

**Host:**

* If you are hosting the meeting, ensure your settings enable a password for participants and a waiting room so you can verify on entry who is attending
* Schedule events in advance and only send the link invite to those who have registered to attend
* Do not record or take screen shots of the session without obtaining explicit consent from every participant in the session. If you know in advance that you will require do this for PR purposes, a consent form should be distributed beforehand, signed and returned.
* Terminate any session immediately if the safety and security of the participants will be compromised in any way
* Remind participants of the guidance if it is evident that it is not being followed during a session. Remove them from the session if necessary.

**Participant:**

* If possible, please be set up in front of a neutral, appropriate background in a suitable room, free from noise or visual distractions.

* All parties involved to be appropriately dressed.

* Do not share the Zoom invitation or invite anyone not known to Ups and Downs Southwest to join the session.

* Do not take any photographs or screen shots of the Zoom session.

* Report any concerns, safeguarding or otherwise to the charity Director, Joanna Thorn: joanna@upsanddowns.net