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Harrow Arts Centre guidelines for participants using Zoom

All Harrow Arts Centre zoom meetings are protected by a unique code and for added security a unique passcode for each workshop.

To take part in any HAC zoom workshop you or your child will need:

- A laptop or PC or tablet or phone with a working camera and microphone
- Any materials that will be listed as needed on the event page.
- Please ensure that you and your child is logged on at least 5 mins before the session takes place. You will be entered into a waiting room. Please allow up to 5 mins for the practitioner to let you in. Ensure you have all materials ready.

Safeguarding for participants online:

1. All the rules for safe professional behaviour that apply in a workshop at the arts centre still apply online. Language must always be professional and appropriate during zoom workshops including that of other members of the household that might be present.

2. All workshops will be administered by a member of HAC staff in case you have any questions.

3. It is highly likely that workshops will be managed from the practitioner's home

4. Unless otherwise communicated an adult family member should be visible at the beginning and at the end of the workshop and remain nearby throughout. Please note with all family workshops, the adult must stay and take part throughout.

5. Children and adults must Zoom in from an appropriate room in the home with a neutral background, i.e. not in a bedroom.

6. Extra care must be taken to ensure that private or sensitive information and data is not accidentally shared during the event

7. All members of the household should be aware that the workshop is taking place and behave accordingly.

8. All participants and all members of their household will always be expected to wear suitable clothing

9. Participants must not share their personal contact details or interact via social media with a HAC practitioner. If a practitioner would like to share their email address, then this will be shared via the HAC member of staff present.

10. Zoom's chat feature may be used during the workshop, but all content shared must be appropriate.

11. HAC practitioners may mute participants or end the session for any participant who contravenes any of the online safety and behaviour guidelines listed above.

12. Zoom meetings will not be filmed unless advised otherwise. Participant consent will be acquired before any zoom event is recorded.