

Outline to Hosts and Co-Hosts for Zoom sessions

Before the session starts

- Go to Zoom and set up the meeting each week (not a “Recurring meeting”) and allocate all team members the role of “Alternative Host” so that if for any reason you are unable to deliver the session, someone else can run it instead
- Write a text/email/WhatsApp message to send to all young people/ families in your group to inform them about the meeting (but not the joining details) N.B. Always remember to “Blind Copy” (Bcc) or anonymise personal contact information, whichever form of correspondence you choose
- Book your session in your own calendar and invite the rest of the Young People Team and Peter Dilley, including the meeting ID and password
- Arrange for another member of the team to co-host the session
- Complete an activity register or compile a list of all young people who have booked to join the session and text/email/WhatsApp them the Zoom link, meeting ID and password

At the start of the session

- Start the meeting and admit at least one other member of staff before admitting the young people to the session
- Ensure that at least 2 young people are waiting to log in to the meeting, before you let them join (preferably with parent(s) present too)*
- Welcome everyone to session
- Introduce yourself and the other members of staff/volunteers
- Explain what the session is going to involve
- Remind young people about confidentiality and that they can turn off their video if they wish
- If appropriate, let young people know any ground rules
- Generally it is best to adjust the settings so that young people can not mute/unmute their own microphones

During session

- Make sure you explain everything thoroughly
- Be clear and check that people understand
- Don't go too fast if it's a quiz, craft or cookery session
- Allow time for young people to ask questions, to share their answers or what they have made one by one
- Keep calm, have fun and don't worry if it doesn't go quite as smoothly as you had hoped

After the session

- Enter the activity on to Evide

* If you need to be alone on Zoom at any time with one individual young person, ensure session is being recorded and stored