



21st Romsey (Nursling & Rownhams) Scout Group



Virtual Meetings: Policy, Rules & Code of Conduct

1. Scope of this document

This document outlines the code of conduct and set of rules to be applied to all virtual meetings held on the Zoom¹ video conferencing platform, which is the one the Group will normally use. The suitability of any other platform that must be assessed before use. Although written to cover the running of virtual section meetings the relevant parts of this document apply to any other meeting held in the name of the Group, such as meetings of the Group's leaders or the Executive Committee.

At the time of writing (May 2020), the generally available free version of Zoom limits the duration of the meeting to 40 minutes. The intention is that the Scout Association will arrange for this limit to be relaxed for accounts linked to Scouting. Until then it may be necessary for section leads to purchase an upgrade, charging the expense to the Group.

The following rules and code of conduct are designed to incorporate the Policy, Organisation and Rules (POR) of the UK Scout Association², to supplement the guidance of The Scout Association³ and to ensure the safety of all participants in these meetings.

This document relates specifically to Zoom and its associated technology, however in principal it can be applied to Webex and other similar platforms. This document is not applicable to applications such as Facebook Live, Facebook Messenger, WhatsApp and other social media platforms.

2. The Technology

Typically an online meeting would only have one host, however within the Zoom platform it is possible to add a co-host. The co-host feature enables the sharing of hosting privileges with another user, in a meeting or webinar. This can be useful to allow another user to manage the administrative side of the meeting, such as admitting participants from the waiting-room, muting participants or starting/stopping the recordings. Co-hosts are assigned during a meeting and cannot start a meeting.

The platform allows for control of all users by the hosts. The ability to control individual audio and video feeds into the meeting ensures that all content can be monitored and controlled.

All meetings are by invitation only and are accessed by use of a secure web link and a password.

The meeting can have the following constraints imposed on it:

- 1) Start and end times
- 2) Password access
- 3) Multiple hosts
- 4) The meeting cannot start until the hosts are in place.

The meeting will operate just like a regular Colony, Pack or Troop meeting would.

Given the rise in “Zoom Bombing” it is now essential that the following precautions are taken for all meetings held by video conferencing:

- 1) All meetings must be password protected.
- 2) All meetings must use the “Lobby / Waiting Room” function to allow the meeting host or co-host to control access to the meeting.
- 3) Meeting details MUST NOT be published on Social Media, including the Group’s own Facebook pages
- 4) Meeting details should be distributed by e-mail to participants. For youth members this will be to the email address of their adult primary contact, as listed on OSM.

3. The Rules

The following rules are intended to ensure the smooth, safe running of the meeting:

- Do not share the link to your meeting via a closed Facebook group. Preferably send it via email.
- To aid identification Leaders should wear top-half uniform or, as a minimum, their Group neckerchief.
- No non-leaders will be admitted to the meeting until at least two leaders are present, one being the host and another the co-host. The co-host will be responsible for admitting participants from the waiting room, bearing in mind that the name visible on their feed may be that of the parent, not the young person. The co-host will also ensure that the participant’s camera is on so that they are visible or, if they have no camera, confirm their identity in another way. People who have not been directly invited by the host will be prevented from entering the meeting.
- All backgrounds must be suitable for Scouting; any participants displaying inappropriate content will be removed from the meeting.
- Similarly, no visible or audible broadcasts from any other source should be in the background (e.g. TV, internet streaming, radio).
- No users are to use headphones – this is to enable the parents of the youth member to hear what is going on during the meeting.
- No private chat between meeting members – this function will be disabled, making all messages visible to all meeting members.
- No foul or abusive language is to be used by any member of the meeting – doing so will result in instant removal from the meeting.
- Except for the circumstances here described, there must be no recording of the meeting. This includes on tablets, smartphones, screen-shots, audio recording and on any third-party software capable of recording video streams. Leaders may use images etc for the newsfeed of the Group’s Facebook groups; images will not be used outside of the Group without the express permission of the people involved (in the case of minors, their parents).
- Unless part of the planned programme of the meeting, no broadcasting of any non-group members on the meeting platform.

4. Meeting Set-up

To set-up a meeting is straightforward. Zoom has two ways of calling a meeting, either by inviting participants in advance or inviting them as the meeting is started. The safest way is to create a dedicated link in advance of each meeting, which becomes redundant once the meeting has finished.

The link can be shared in two ways:

- 1) Via text message – this would only enable the meeting to be accessed from the device receiving the message.
- 2) Via email – this is the preferred method. The meeting invitation will be sent to the parents of the youth member, letting them decide which device to use. This is the safest and most secure way of sharing the link to the group members. The link must not be shared via social media, even through the Group's closed Facebook groups.

The time, date and duration of the meeting are all configurable when scheduling the meeting.

Default settings for the meeting should be:

Option	Yes	No
Meeting ID – Generate Automatically	✓	
Require Meeting Password	✓	
Video – Host – On	✓	
Video – Participant – On	✓	
Audio – Telephone		✓
Audio – Computer	✓	
Enable Join Before Host		✓
Mute Participants on Entry		✓
Enable Lobby / Waiting Room	✓	
Record the Meeting Automatically		✓
Private Chat		✓
Prevent Public Chat being saved		✓
Play sounds when someone joins or leaves	✓	
Screen sharing set to Host Only	✓	

5. Code of Conduct

Whilst we have the rules for operation of the meeting, it is also important to have a code of conduct for our members to follow during our meetings. Similar in content to the Group's Behaviour Policy, it is laid out below:

All participants are to respect each other

All participants are to behave appropriately as members of Scouting

All participants are to be polite to other participants

All participants are to obey the rules of the meeting

All participants are to listen to the leaders during the meeting

All messages are to be public; private messaging will be disabled during meetings

There must be no use insulting language

There must be no use of profanities, that is no blasphemous or obscene language

No bullying

Be friendly

Be polite

Have fun!

References:

1. Zoom: <https://zoom.us/meetings>
2. POR: <https://www.scouts.org.uk/por>
3. <https://www.scouts.org.uk/volunteers/scouts-at-home/digital-platforms-for-scouts/>

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