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Registered Charity No. 267430

Amateur Entomologists' Society (AES) Online Youth Safeguarding Policy and Procedures

This document sets out the measures we have in place to keep young people safe when taking part in our online events.

Unique Meeting ID & Password Protection

To access a scheduled event, each Zoom session will have a unique Meeting ID, as well as a Password, which will be available to registered participants only. It is essential that the Meeting ID and Password are not shared publicly – particularly online or via social media. If it is discovered that the Meeting ID and/or Password have been shared, we will consider this a breach of our Safeguarding practice, and immediately close the event. Any participant responsible for sharing this information may be prevented from attending further online events.

Waiting Room

The event host will be responsible for admitting participants into the event on Zoom. When logging into Zoom, participants will be placed into a virtual Waiting Room, where they will remain until the session host grants them access to the event. In the unlikely event that who has not registered has managed to access the Meeting ID and/or Password, the event host will be able to see this, and deny that person access.

Chat Function

To monitor interaction between participants, the Chat Function on Zoom between participants will be disabled to prevent private conversations between participants, removing the risk of documents being shared and online bullying. Questions or concerns can still be raised can still be raised to hosts or co-hosts if necessary.

Record Function

The Record Function will be disabled by default and event hosts will be notified of any participant trying to use the video Record Function in the Zoom session and will be able to deny permission. Talks by adults may be recorded but events with children on screen will not be recorded without prior warning and permission from parents or guardians. This warning will give parents enough time to deny permission for their child to be recorded, or to request that their child is withdrawn from event during the period of recording.

Event Host and Co-Host

Events hosted via the Zoom platform will always have at least two supervising adults from the AES or co-organiser present. An event host and co-host will be available for technical and other event support.

Code of Conduct

The AES is committed to providing a safe, productive, and welcoming environment for all meeting participants, speakers, and AES volunteers. All online event attendees are required to agree to the code of conduct outlined below:

- An adult must accompany children under 16, in-line with Zoom Terms and Conditions.
- Delivery of and participation in an event should always be conducted from an appropriate space. Children must be in a family room when participating in the session, not in a private bedroom or bathroom.
- All attendees must present themselves appropriately, in daytime clothes.
- We expect attendees to be considerate, kind, constructive, and helpful.
- Discriminatory, harassing, hateful or threatening behaviour and speech will not be tolerated. The AES reserves the right to remove those exhibiting such behaviour from the event.
- Speak up you observe anything in the online event that conflicts with this Code of Conduct. If you are being harassed or feel uncomfortable, notice that someone else is being harassed, or have any other concerns, contact the host or co-host.

Further Support and information

Any concerns from a parent, young person, or session host, about the safety and welfare of a young person who takes part in an event hosted by the AES should contact Dafydd Lewis (Secretary) and Victoria Burton (Membership Administrator) on contact@amentsoc.org

General online safety advice www.getsafeonline.org

AES privacy and data protection policy: www.amentsoc.org/help/privacy.html