

Zoom Guidance

April 2021

Zoom is a video conferencing platform where you can have a meeting, share files, host webinars, or live chat with others. Zoom can be used on mobiles, tablets and computers. We have seen an increase in the number of clubs using Zoom, and Scottish Gymnastics wanted to share guidance on this platform with our clubs and members to enable people to use the platform safely and reduce the potential of 'Zoom bombing'.

How to use Zoom Safely

- Set up a meeting following the Zoom website's instructions
- Each meeting is assigned a randomly generated 9 digit meeting ID, always use this
- Don't use your personal meeting ID for meetings as this is only allocated to you
- The host can assign a meeting password for another layer of security
- A 'waiting room' function should be added to allow the host to screen new guests before they can join the meeting
- Share the meeting ID, password and/or link with your known participants only
- Never share the meeting ID, password or link publicly
- Join the meeting via the link shared
- Use the authentication profiles setting, which allows the host to restrict participants who can join the meeting
- Mute and disable video of participants on entry to meetings
- Lock the meeting when your known participants have joined
- Be aware of screen sharing and the recording feature
- Don't give control of your screen to others
- Enjoy your meeting

How to 'lock a meeting'

When a Zoom meeting has been locked, no new participants can join even if they have the meeting ID and password

Phone/Tablet

- In the meeting, tap on the 3 dots in the bottom right-hand corner
- Tap on meeting settings
- Swipe the tab which is located beside the 'Lock Meeting', to the right

Computer

- Click on the security menu (located in the in-meeting menu on your screen)
- Select 'Lock Meeting'

Top Tips

- Only use Zoom with people you know in real life
- If you 'host' a meeting, add the additional layers of meeting security to reduce 'Zoom Bombing'
- Learn how to use your privacy settings safely i.e. microphone, video and screen sharing. You can practice this with family members
- Zoom's official age rating is 16 years. The NSPCC have advised that there is parental supervision if young people use this platform
- Follow Scottish Gymnastics social media guidelines and respect others whilst online

Additional information taken from our online coaching guidance

- 1 Your club should ask members (parents/carers for those gymnasts who are under 18 years of age) to agree to rules and a disclaimer for the purposes of safeguarding and health & safety for online sessions. This is in addition to the club rules and codes of conduct members sign up to when they join your club. If members do not sign up to the additional rules and disclaimer, they should not get access to your online content. (template provided below)
- 2 You should update your club permissions for photo and video footage which would apply in this temporary situation only. Where possible clubs should only share images internally. If you want to share images on social media, you should state which platforms and why you are sharing them on your updated permissions form. Permissions are required from parents/carers for gymnast under 18 years of age.
- 3 Clubs and coaches should follow your social media guidelines, codes of conduct as well as Scottish Gymnastics Code of Practice for Coaches & Officials However you do not need to register for a zoom account as the individual will be able to access zoom via the link provided by the tutor
 - No one should be sharing images of gymnasts on public platforms
 - No one should contact individual gymnasts directly, either by messaging or on social media.
 - All communications should be made through parents/carers.
 - This would also include any video feedback.
 - You should never have gymnasts as friends on social media
- 4 Before choosing a social media app to use, clubs should think about:
 - Who is the app aimed at?
 - What age restrictions are in place?
 - Is it a known and safe app to use?
 - Is it public?
 - And consider app additional settings to make it more secure

You can find further information on how to use and stay safe on Zoom on their site.

Scottish Gymnastics cannot advise nor recommend specific social media apps to use, but there are organisations which may be able to help you find out more about apps: Safer Internet; Thinkuknow; NSPCC; Internet Matters; Ineqe Safeguarding;