

Virtual Meeting Policy

Virtual meetings have become a necessary tool in youth work. In response to the new platform Localise Youth Volunteering wish to create guidelines to ensure that all parties are informed and equipped to manage this new format in a safe and user-friendly way.

Basic Information For Parents And Guardians

Localise has attached a break down of information produced by the National Online Safety (NOS), and would encourage all parents and guardians to familiarise themselves with the information. If you have any questions please feel free to contact the Localise staff member.

Localise Procedures:

Localise has adopted all recommended procedures from the NOS.

Logging-in

- When logging in all participants will be in the online waiting room until a Localise staff, member gives permission to the request to join the meeting.
- A meeting I.D. and Password will be needed to access the meeting.
- The agenda, content and time-line of the meeting will be emailed to parents and guardians before the meeting.
- Every member must sign-in with a recognisable user name (e.g. include first name or family name in title)
- If the user name cannot be changed (e.g. Samsung278) the Localise staff must be informed of the user name before the meeting.
- Unrecognisable or unregistered user names will not be allowed enter the meeting.

Adult Leaders

- All adults involved in the Zoom meetings will be Localise Adult Leaders who are fully Garda Vetted and have Child Protection training.
- Adult to Youth ratio will coincide with national standards for group meetings
- If the meeting requires breakout rooms, there must be at least two adult leader per break out room, and at least two young people per breakout room.
- There will be no one-on-one zoom meetings between an adult leader and young person.

Members

- Each member will be asked to sign a code of behaviour at the beginning of the academic term. This code of behaviour applies to virtual as well as physical meetings.
- In respecting that these are meeting we ask that members dress attire would be the same as if the were having a face to face meeting (e.g. no pyjama's).
- Similarly, due to the nature of a Localise meeting, all virtual meetings must be held in an appropriate location, such as at a desk space. Members are asked to avoid lying on beds and floors.
- Members are asked to keep phones away, unless permission is given by an adult leader or unless you are accessing the virtual meeting via your phone.
- Members are not to private message each other on the virtual meeting platform during the meeting unless permission is given by and adult leader.