

## **Headstone Manor & Museum guidelines for participants using Zoom**

All of Headstone Manor & Museum (HMM) zoom meetings are hosted on Harrow Arts Centre's (HAC) professional zoom account and are protected by a unique code and for added security a unique passcode. Both HMM and HAC are a part of the local authority and work in partnership throughout the year.

### **To take part in any HMM zoom event you will need:**

- A laptop, PC, tablet or phone with a working camera and microphone. A PC or laptop is preferable where possible
- Any materials that will be listed as needed on the event page and in any pre-event emails from us.
- Please ensure that you are logged on at least 5 mins before the session takes place. You will be entered into a waiting room. Please allow up to 5 mins for the practitioner to let you in. Ensure you have all materials ready.

### **Safeguarding for participants online:**

1. All the rules for safe professional behaviour that apply with an in-person event still apply online. Language must always be professional and appropriate during zoom events including that of other members of the household that might be present.
2. All workshops will be administered by a member of HMM staff in case you have any questions.
3. It is highly likely that workshops will be managed from the practitioner's home
4. When an event is advertised for children, an adult family member should be visible at the beginning and at the end of the event and remain nearby throughout. Please note with all family events (adults and children), the adult must stay and take part throughout.
5. Children and adults must Zoom in from an appropriate room in the home with a neutral background where possible, i.e. not in a bedroom.
6. Extra care must be taken to ensure that private or sensitive information and data is not accidentally shared during the event.
7. All members of the household should be aware that the event is taking place and behave accordingly.
8. All participants and all members of their household will always be expected to wear suitable clothing
9. Participants must not share their personal contact details or interact via social media with a HMM practitioner. If a practitioner would like to share their email address, then this will be shared via the HMM member of staff present.
10. Zoom's chat feature may be used during the workshop, but all content shared must be appropriate.

**11.** HMM practitioners reserve the right to mute participants or end the session for any participant who contravenes any of the online safety and behaviour guidelines listed above.

**12.** Zoom meetings will not be filmed unless advised otherwise. Participant consent will be acquired before any zoom event is recorded.