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Our heart is that PBC Youth is a safe space for all young people and their leaders. The following document outlines the protocols in place to best ensure the safety of all people who attend an online expression of our PBC Youth programs.

Permission form

Completed permission forms must be provided by parents on behalf of every child present. This process ensures:

- Parents are aware of their child's online engagement
- Parents take responsibility for upholding the requirements youth must fulfil to join meetings. These requirements include:
 - Real names are displayed on entry
 - Videos are switched on with faces visible (to confirm identity)
 - Appropriate clothing is always worn
 - No inappropriate content will be shared via chat features, links, images, videos, background or in conversation.
 - Young people join from a location known to their parents

Host permissions

Online host permissions must always remain with leaders for the duration of youth online meetings. All leaders present will have host or co-host permissions. This process ensures:

- Leaders are capable of recording sessions (see below)
- Leaders can maintain the safety of young people through:
 - Muting participants
 - Removing people from meetings
 - Admitting youth from the digital waiting room
 - Limiting access to the 'chat' function (limit inappropriate messages or respond appropriately)

Meeting recordings

All youth online meetings are recorded, and these recordings are stored securely and only accessible to relevant safe ministry leaders of PBC. This process ensures:

- Accountability for all leaders when we are unable to guarantee multiple leaders will be present
- Attendance records are accurate (can be historically corroborated if needed)
- Young people understand these meetings don't guarantee anonymity and their actions will have appropriate repercussions

Guidelines for leaders

The following guidelines shape good practice for safe online ministry:

Waiting rooms: are mandatory for all meetings.

Avoiding 1-on-1 time: Leaders will not be alone with a single young person. This means that:

- At the beginning of meetings - youth are only admitted when 2 or more young people are waiting in the waiting room.
- During the meeting – leaders will avoid being in breakout rooms alone with young people. When unavoidable, extra stress is placed on recording this interaction.
- At the close of meetings - leaders select “End meeting for all” while at least 2 youth are present.

Screen sharing permissions: Should be limited to leaders to avoid accidental screen sharing or sharing of inappropriate content by young people.

Private messages: Leaders should opt to message everyone in the meeting rather than private messages where possible. Chats will be recorded by zoom; therefore leaders should ensure recording is in progress when individually messaging young people.