

# SHEFFIELD YOUTH ORCHESTRA



## ZOOM ETIQUETTE STAFF & MEMBERS

Sheffield Youth Orchestra  
Rules For Internet Communications

Chair Person: Erica Paton	Signed:
Safeguarding Officer: Ali Heath Cook	Signed:

Council Approved Date: February 2021  
Council Review Date: February 2022

Registered Charity No. 501699

# Sheffield Youth Orchestra

## Rules For Internet Communications

### ZOOM ETIQUETTE - STAFF

- Do you have a safe and appropriate place to share live video streams from without inappropriate objects/personal information visible?
- If you are sharing your screen, are you confident that there is nothing on your screen that is inappropriate or giving information you don't want to share (for example, personal information)?
- If you are working with children or young people, think about how they will be supervised during your Internet communication. Do you want parents and carers to remain in the room? Do you request that they are in a shared space, such as a living room rather than a bedroom?
- Clearly communicate the ZOOM ETIQUETTE and that it is posted in the 'Chat Box' at the beginning of the Internet communication.
- Are you dressed appropriately? Gently remind parents and carers to make sure all their children and young people are appropriately dressed if they are coming on screen. You might also want to start the session reminding everyone who is on the session to be mindful of their language, especially if small children are present.
- Be firm and clear about any sanctions if your viewers breach any of your guidelines and explain it is to protect all members.
- Your platform might allow participants to directly message the host, Safeguarding Officer or another responsible adult if they have a concern. If you are hosting to a large group, you might want to draw their attention to this function of the site.
- Think about how you will manage the risk of recording and screen shots being taken. If you are recording the event then let all your viewers know and ensure all participants have given prior permission. Ensure you have disabled this function for all other participants.
- If in the event you are 'Zoom-bombed' and you don't know one or more of your audience members, tell your viewers that this is the case and either END THE COMMUNICATION with those you do not know or END THE SESSION. Report it to the SYO Safeguarding Officer who will report it to the service provider.
- If members have any concerns about another viewer, report it to the SYO Safeguarding Officer or any appropriate member of staff. This is particularly important if children and adults are interacting through Internet communications.
- Ensure there are at least two adults, who have been recruited using the Safer Recruitment processes (enhanced DBS checked) in every Internet communication.
- Ensure all staff members are present before allowing children and young people into the Internet communication.

# ZOOM ETIQUETTE - MEMBERS

## Be Prepared

Have your instrument, music and music stand in position and ready to play before you log in. If you want to have water, grab a bottle before you start. Go to the bathroom.



## Be On Time

Be on time for your rehearsal. Ask a responsible adult to log you in a few minutes early to make sure your device is working properly.

## Stay In One Spot

I know this seems like a great time to give your friends a tour of your home and introduce them to your pets, but resist the urge. Save it for the Coffee Break.



## Don't Use A Fun Background

Zoom has loads of fun backgrounds, but don't use them during rehearsals. Save them for the Coffee Break. If possible, find a spot in your house that has a simple background and has good lighting.

## Know When and How To Mute

The mute button is your friend in zoom. When your device picks up any sound, zoom grabs your screen and puts you front and centre. That's great if you are answering a question or adding a comment or playing. However, it's not so great if your dog is barking or the radio is playing loudly in the next room. Turn on mute and keep it on until it is your time to speak or play.

## Find a Quiet Spot

To avoid distraction for you and others, find a quiet spot in your house. It will be easier for everyone to hear you and for you to hear them.

## Wait Your Turn

The Conductor will probably give you a signal when it is good for you to talk or play. Raising your hand is a good way of signalling to others that you want to speak. Use good manners by using this signal before speaking.



## Be Presentable

Take a few minutes to make yourself presentable. Brush your hair and teeth. Change out of your pyjamas.



## Be Respectful

During your rehearsals, act like you would in your normal face to face rehearsals. Don't chew gum, crunch on snacks or use your mobile phone to talk to or message friends.

## Be Kind

Lockdown is proving to be a very difficult time for some people and it can be the only time they get to interact with others or do things they enjoy. Please be kind to each other and look out for each other. If you are struggling, don't be afraid to say so. We are here to help and support you. If you would like to talk to anyone in private please contact the SYO Safeguarding Officer or any appropriate adult.



Your Safeguarding Officer is Ali Heath Cook – [aliheathcook@yahoo.co.uk](mailto:aliheathcook@yahoo.co.uk) – 0771 3608464  
Please do not share this information with anyone else outside of Sheffield Youth Orchestra.

**Learning the ZOOM ETIQUETTE will help make rehearsals safe for everyone and fun!**