

## Video Conferencing Policy Version 3



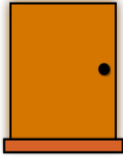

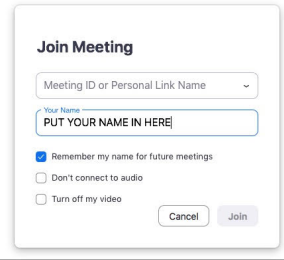

<b>Last updated and ratified by the board</b>	20 May 2020
<b>Due date for next update and re-ratification</b>	20 May 2023


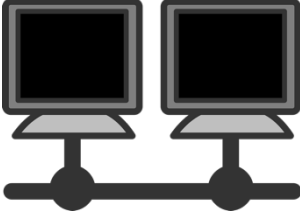





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### A/ Introduction

1. During the coronavirus outbreak, Beacon Films CIC has started to use Whereby.com and Zoom.us to continue connecting with our members.
2. The advantage of Whereby.com is its ease of use, particularly for those we support who have a learning disability. It requires no downloads, no passwords and no sign ins. Zoom.us is useful for its broader range of collaboration features, but does require the user to download its software to function correctly.
- 3. Beacon Films CIC is also aware of the security concerns that have been raised – particularly in relation to Zoom.us**
4. The most pertinent of these concerns is so-called 'Zoombombing' which refers to uninvited people 'gate-crashing' Zoom meetings, who often share lewd and inappropriate content.
5. Beacon Films CIC has responded by introducing the following measures.

## B/ Measures

	<p>All meetings are hosted by appropriately trained and vetted Beacon Films staff / freelancer / volunteer ('meeting host') who will adhere to the Beacon Films <a href="#">Safeguarding Policy</a> at all times. <b>Project members will never be left in a virtual meeting unsupervised.</b></p> <p>The meeting host alone can decide who is and isn't allowed to be in the meeting.</p>
	<p>People must pre-book all online sessions</p>
	<p>Those wishing to join an online meeting must firstly 'knock' (Whereby.com) or wait in a 'waiting room' (Zoom.us) <b>before being permitted entry.</b> This ensures that people must identify themselves before they are allowed in by the meeting host.</p>
	<p>Hosts will know who is wanting to enter a Whereby.com room by either seeing the person's <b>name</b> or being able to see a <b>picture</b> of the person.</p>
	<p>Hosts will know who is wanting to enter a Zoom.us room because attendees are asked to provide their <b>name</b> before entering the waiting room.</p> <p>Participants are asked to do this in the joining instructions that Beacon Films sends out before meetings</p>
	<p>Workshop sessions will not exceed four attendees, supported by at least <b>one</b> meeting host.</p> <p>Cinema society sessions will not exceed twenty attendees.</p> <p>More than six attendees in <b>any</b> session will require support by at least <b>two</b> meeting hosts.</p> <p><b>The numbers of people permitted into each online meeting will be kept constantly under review.</b></p>

	<p><b>Beacon Films records ALL Zoom meetings for safeguarding reasons.</b> These recordings are held in line with the safeguarding section of Beacon Films' <a href="#">Data Protection Policy</a></p> <p>Currently Beacon Films does not record Whereby meetings however reserves the right to do so should it deem necessary</p>
	<p><b>ONLY the meeting host can 'screenshot'</b> in our Zoom meetings. This reduces the risk of other attendees sharing inappropriate content, intentionally or unintentionally.</p>
	<p>Before entering the online meeting rooms, all attendees must go through an <b>e-safety checklist</b> on the Beacon Films website. You can view this at <a href="http://www.beaconfilms.org.uk/meetingplace">www.beaconfilms.org.uk/meetingplace</a></p>
	<p>Attendees must agree that they will not record or photograph the meeting without permission from Beacon Films.</p>
	<p>If someone breaches this rule and shares a recording of a meeting online, Zoom's 'audio watermark' feature would allow Beacon Films to identify the individual who did so.</p>
	<p>If the online session/meeting involves supporting attendees to make a film, before uploading the finished film to the internet, Beacon Films will a) check that the filmmaker is happy for it to be shared online b) before upload check the film to make sure that the filmmaker is not revealing any private information.</p> <p>Also see our Data Protection Policy at <a href="http://www.beaconfilms.org.uk/policiesandreports">www.beaconfilms.org.uk/policiesandreports</a></p>
	<p>Agreeing to this checklist includes attendees <b>agreeing</b> to the safety measures above (such as recording meetings / meeting hosts deciding whether someone can be in a meeting or not) being implemented.</p>

The first icon in the 'measures' section was [provided by Flaticon](#)