

Hello everyone,

As a team, we are really keen that we continue to engage with our groups during this time. This has meant having to adapt the way our groups usually run in a way which best suits them.

One way that groups can continue to meet is via Zoom. Zoom is a free online video conferencing app which allows multiple users to come together in one place (the Octagon hosted a staff meeting on Zoom last week with over 30 people attending!)

Your Zoom work shop is ***Bridges' Summer Party*** which will take place on **Monday 20 July** from **1-2pm**.

In order to be part of this, you just need to complete a few steps beforehand.

Downloading Zoom

On Computer

1. Please visit zoom.us
2. Click 'Sign Up Free' and enter your email address (for participants under the age of 18, this would be a parent's/carer's email address)
3. Zoom will email you with instructions for downloading the app
4. Email participation@octagonbolton.co.uk with the email address which you used to register

On Mobile Phone

1. Go to your App/Google Play Store on your phone (or a parent's/carer's if you are under 18) and search 'Zoom'
2. Download the app and follow the instructions which Zoom will send to you

A link will be generated by the Octagon inviting participants to attend the session. Please follow the instructions in the invitation a few minutes before the session is due to start.

Safeguarding

The safety and well-being of all our participants is key to the work we do at the Octagon. Our usual safeguarding rules will still apply to sessions which take place via Zoom:

- A DBS-checked Octagon staff member will be present in the chat at all times
- The group leader will record and action any safeguarding concerns as they would in other sessions
- Participants will be asked to follow rules to support other group members and Octagon staff
- Group members and their families are to contact a member of Octagon staff if they have any concerns

As Zoom is online platform, any participant under 18 who wishes to take part in sessions needs permission from their parent/carer to do so. This can either be via email (in the email you send with your Zoom contact details) or over the phone

All participants must be accompanied by a parent/carer throughout to ensure that everyone can engage as fully as possible.

Ground Rules for Participants

We ask all participants taking part in Zoom chats to follow these ground rules:

- Never use your full name, first names will do
- Make sure people you are living with know you are on a live video chat
- Wear appropriate clothing, even on parts of you that you think won't be seen
- Refer to a group leader directly if you feel worried about anything
- Do not record or take photos of the session
- Do not share other people's contact details without prior permission
- Participants not following these ground rules will not be able to participate in sessions
- Participants, parents and the Octagon should work together to safeguard young people online. If you have any concerns, contact a member of staff

If you are a parent/carer reading this, please ensure that your young person has read through and agrees to these ground rules.

Checklist Before First Session

1. Download Zoom
2. Email participation@octagonbolton.co.uk with your Zoom contact address and, if the participant is under 18, permission from a parent/carer that the young person can take part
3. All group members to read through the participant ground rules above

If you have any questions or concerns then please email participation@octagonbolton.co.uk

Best wishes,

Creative Engagement