UNIVERSITY OF CAMBRIDGE

Freshers' Events 2021: Safeguarding tips for online events

- Ensure that access to the online platform is enabled only for the intended participants. You can restrict access by using the following security settings:

  - set a passcode for the event, so that only users who have the invite link or passcode can join the meeting

  - set a waiting room, so that only users admitted by the host can join the meeting

  - if you are hosting more than one Freshers,' Event, use a different meeting ID, link and passcode for each one

- Familiarise yourself with the privacy settings of the platform and know how to report offensive and abusive content.

- Ensure that all Group members and volunteers supervising any activity are familiar with the platform and understand how participants will be using it.

- Ensure you know how to remove people from the platform, if necessary.

- Do not record the session, or take photographs of the screen, or allow anyone else to.

- Plan the structure and content of the event carefully to ensure that discussions remain on topic.

- Designate a Group member who is familiar with the online platform to handle with technical problems and troubleshooting.

- Designate a Group member to monitor the waiting room and let intended participants into the meeting.

- Designate a Group member to moderate the in-meeting chat function. Guidance for using this function on Zoom is available at https://support.zoom.us/hc/en-us/articles/203650445-In-meeting-chat.

- Group members and volunteers should not be in a private chat/video call 1-2-1 with a participant. If this happens by accident (for example, because someone else loses connection), the Group member or volunteer should immediately come out of the breakout room/chat and end the session.

- Inform participants who they should contact if they hear anything upsetting, or inappropriate.