



Youth and Children Video Platform Policy

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Online forums and gatherings policy involving youth and children

General Guidelines:

- At no time will it be permitted that a child or youth will initiate a video call to Grace Bible Church staff or ministry personnel.
- At no time will a Grace Bible Church staff or ministry personnel be permitted to conduct a one-on-one video call with a child or youth. If the need arises for direct communication with a single child or youth, the parent or legal guardian must remain on the call, and be in view, at all times. The child or youth will not be allowed to use headphones during the call and the parent/guardian should be able to hear the entire conversation/visual communication.
- All video calls will be recorded and kept for safety and security purposes. The videos will be kept securely and will only be available for viewing by authorized personnel, as determined by the GBC Elders. The responsibility of securing the videos will be of the Pastoral Staff.
- Each call must have at least two screened and approved unrelated GBC volunteers. These volunteers must:
 - Remain on the video platform until all attendees have left before closing the session; OR,
 - Close the session to end the meeting for all attendees.
- Grace Bible Church does not allow use of video software that does not have a recording capability.
- The only Online Forums/Gatherings sanctioned by Grace Bible Church must be hosted by Grace Bible Church's licensed and operated accounts only, no personal accounts may be used.
- Grace Bible Church's licensed and operated accounts will and must be accessible to more than one member in leadership (passwords, usernames and email credentials).
- To host an Online Forum/Gathering, Staff Personnel/Volunteers must first secure permission in writing from the Ministry Leader/Pastor/Director overseeing the department. In most cases this permission will be granted by the Elder's board.

Parental Consent (General, Webcam, Privacy)

- Parents must provide written consent to have their child or youth participate in a video chat session.
- An Informed Letter of Consent must be prepared and submitted to the parent prior to the event. Parents must sign and submit the Informed Letter of Consent to allow a student to participate utilizing GBC's youth consent form via Planning Center
- Parents will be provided with an opt-in option on the Informed Consent to allowing their child(ren) to use webcam while a session is being recorded.
- Parents should be notified of the documentation management and retention policies outlined in [Grace Bible Church's Child Protection policies and procedures](#) and in accordance with [GBC'S Privacy Policy](#).
- Any Children or Youth that do not have expressed, written permission from a parent to use the webcam will not be permitted to do so.

Guidelines During a Meeting/Call

- For the duration of the meeting, the Leader/Facilitator will restrict the video and webcam sharing of other attendees.
- Attendees will be required to follow the video conferencing attendee guidelines. Disregard for and breaking of these guidelines will result in dismissal from any future video conferencing.
- If Grace Bible Church deems it beneficial for attendees to use a webcam, only Children and Youth that have express written consent from a parent to be recorded will be permitted to use a webcam. Those that do not have consent to be recorded will not be permitted to use their webcams and their video feed will be shut off by the ministry leader host.
- The Leader/Facilitator is encouraged to use videos, fun games and songs to share with families and the entire group and to limit direct attendee communication.
- All persons (Children, Youth, Parents, Volunteers) will be educated on the expectations for the use of the online platforms, both video and social media, to encourage safe and productive use.
- If Personnel is found to be contacting children/youth through personal accounts, he or she will be subject to disciplinary action by Grace Bible Church.
- In the event that conversation with a Child or Youth moves beyond regular program activities, Personnel must inform Leadership (at minimum the Lead Pastor and Chair of the Board) and provide a copy of the conversation immediately. Leadership will follow procedure outlined in GBC's Child Protection Policies for Suicide, Substance Abuse and Self-Injury. Procedures may include:
 - Reporting to the proper authorities; and/or,
 - Informing the parents of the Child or Youth

Specific Guidelines for Meetings Involving children Grades 1-6:

In order to create a safe experience, Grace Bible Church will:

1. Maintain at least TWO screened, unrelated adults (in accordance with the Recruitment and Screening procedures at Grace Bible Church) in our Grace Bible Church's Gatherings. This is a practice under Grace Bible Church's policies in all our Children Ministry programs.
2. Grace Bible Church's host will be recording the program. The recordings will not be posted publicly online and only used for security and resource purposes.
3. Attendance through Planning Center Check Ins will be taken at each Forum/Gathering.
4. A parent must be in the room at the beginning and at the end of a call. This is our check in and out process.
5. Parents should remain in the same room as their children when they are on the call. Do not leave your children in front of the computer alone in an isolated room.
6. Parents are requested to ensure that the call be played on computer/device with speakers instead of earphones/headphones.
7. Grace Bible Church's Gatherings and volunteers are not permitted to facilitate chat rooms. Parents will be required to check in their children in each Zoom Gathering. Hence, children will not be able to join a Grace Bible Church's Zoom Gatherings outside our pre-set program time.
8. Upon completion of the call, the attendance record and the recording will be available through Planning Center and GBC's Google Drive Account gbcsocialnetworks@gmail.com

Specific Guidelines for Meetings Involving youth Grades 7-12:

In order to create a safe experience, Grace Bible Church will:

1. Maintain at least TWO screened, unrelated adults (in accordance with the Recruitment and Screening procedures at Grace Bible Church) in our Grace Bible Church's Gatherings. This is a practice under Grace Bible Church's policies in all our Children Ministry programs.
2. Grace Bible Church's host will be recording the program. The recordings will not be posted publicly online and only used for security and resource purposes.
3. Attendance through Planning Center Check Ins will be taken at each Forum/Gathering.
4. Grace Bible Church's Gatherings and volunteers are not permanent chat rooms. Hence, youth will not be able to join a Grace Bible Church's Zoom Gatherings outside our pre-set program time.
5. Upon completion of the call, the attendance record and the recording will be available through Planning Center and GBC's Google Drive Account gbsocialnetworks@gmail.com