

# Zoom Information – Practical Tips

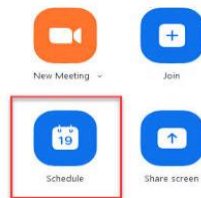
Here are some handy tips to help you Zoom like a professional including a guide to safeguarding for Leaders and young people whilst Scouting on Zoom.



## Scheduling a Meeting

You can schedule a future one-time meeting or a future recurring meeting.

- Open your Zoom client and sign in to Zoom.
- Click on the **Schedule** icon. This will open the scheduler window.
- Select your **Meeting settings**.
- Click **Schedule** to finish and open the selected calendar service to add the meeting to a calendar.



## Sharing Joining Instructions

Once you have created a meeting, the joining details are automatically populated.

The easiest way to invite others to the meeting is to copy and paste the joining details and then share with other Leaders and the youth members (via parents) by email or by adding the joining details to a dedicated, secure social media group.

## Managing Waitrooms

The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. Note: It is essential that waiting rooms are used to allow for Leaders to join ahead of young people.

- In the navigation menu, click **Settings**.
- On the **Meeting tab**, navigate to the **Waiting Room option** under In-Meeting (Advanced) and verify that the setting is enabled.
- Select who you want to admit to the waiting room.
- It is possible to admit everyone with one click.
- It is possible to set up a chime, so that you know when someone has entered the waiting room.

## Sharing Hosting during a Zoom Meeting

You can share the host function, so that others can take control of the meeting.

- In the **Host** controls, click **Manage**.
- This will open the participants list.
- Hover over the name of the participant you want to make the host and click **More "..."**
- Click **Make Host** and confirm when prompted.

## The Mute Function

This allows the host to create a quiet meeting when appropriate.

- Select **Manage Participants**.
- Select **Mute All**.
- You will be prompted to Allow participants to unmute themselves. Clicking **Continue** will Mute all current and new participants.

## The Chat Function

This allows the young people to communicate during the meeting to each other and is useful when playing games. It is essential to appoint a Leader to monitor the Chat to ensure it is appropriate.

## Sharing your Screen

To use this function during a meeting, you must ensure you have the items to be shared open on your desktop.

- Tap **Share Screen** in the meeting controls.
- Tap the **Screen** that you want to share and click the two options (share sound and optimise screen for video clip) at the foot of the box for the best results.
- Tap **Start Now** (The screen share will start and Zoom will continue to run in the background).
- At the end, tap **Stop Share**.

## Using Breakout Rooms

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually. The Breakout Room function must be enabled before the start of the meeting for it to be available to use.

- In the navigation menu, click **Account Management** then **Account Settings** (for account administrators) or **Settings** (for account members).

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## Using Breakout Rooms (continued)

- Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

## Assigning Participants to Breakout Rooms

You can pre-assign participants to breakout rooms when you schedule the meeting instead of managing them during the meeting or you can randomly assign participants to rooms using Zoom.

- Start an instant or scheduled meeting.
- Click **breakout rooms**.
- Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
  - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
  - **Manually:** Choose which participants you would like in each room
- Click **Create breakout rooms**.
- Your rooms will be created but will not start automatically.
- After creating the breakout rooms, click **Options** to view additional breakout rooms options.
- Check any options that you would like to use for your breakout rooms:
  - **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to join the breakout room.
  - **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the session.
  - **Breakout rooms close automatically after xx minutes:** If this option is checked, the breakout rooms will automatically end after the set time.
  - **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
  - **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
- Click **Open All Rooms** to start the breakout rooms. Breakout room participants have full audio, video and screen sharing capabilities.

## Using the Whiteboard Function

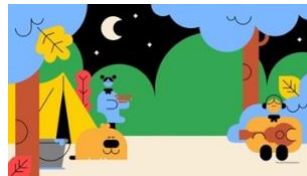
The whiteboard function is great for playing games or sharing notes.

- Click on **Share Screen**.
- Select the **Whiteboard** and click on **Share Screen**.
- When you click on the **Whiteboard**, the annotation tools will become available.
- You can save the Whiteboard as a PNG file. It will then be stored in the Zoom folder as 'whiteboard.png'.

## Changing the Background

To add interest the background can be changed to match the theme of the meeting.

- Tap the three dots at the bottom right of the screen to open the More menu.
- Select **Virtual Background**.
- Select a background from the default options or upload your own.



[Click here](#) to download a range of Scouting at Home backgrounds to use.

## The Scout Association Rules for using digital platforms. Be Prepared

- Share your ideas for carrying on with Scouts on a digital platform with parents.
- Clearly set out your expectations; i.e. not everyone needs to join in at every session, but when people are joining in you expect the same behaviour online as you would at your face-to-face meeting.
- Use email to communicate activities that are being shared online, this ensures transparency and parental engagement. It also promotes the hard work of the volunteers.
- Give parents enough time to allow them to set up new accounts if they need to.

## Be Safe – Parents

- Remind parents to keep an overview of what their young people are doing online, so they can ensure they are acting responsibly. Make sure parents know that you'll still be following the Yellow Card guidelines and why you're doing so.

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## Be Safe – Parents (continued)

- Remind parents to check their young person's devices regularly, including checking search history to make sure young people are staying safe.
- Digital platforms have a **minimum age requirement**. If the young people in your group are under the age limit of the tool you want to use, then their parents must set up the required accounts and remain nearby throughout the meeting. Note: For Beavers and Cubs, a parent should be present in the room.

## Be Safe – Leaders

- Leaders need to ensure that there are always two adults present in any live video/chat and that both stay on the platform until all young people log off. This ensures no young people are left alone with an adult online. Ideally both adults should be Scout volunteers, but you can use a parent rota to support.
- Young people must never be left in a one-to-one situation with an adult. This protects us all and also ensures that young people understand that Scouts take safeguarding seriously.
- If you're calling from home and there are other people around, make sure those people are dressed appropriately and know how to behave when you're talking to young people. It is best to ask them to stay out of the room that you're making the call from.
- Make sure your background space is child-friendly, ensuring nothing inappropriate is on display.
- You shouldn't be drinking alcohol or have alcohol in the video.

## Special Note on Breakout rooms

During virtual meetings, if you have an activity that will involve breaking out into a smaller group, as long as there is more than one young person within the group, you do not need more than one adult to be present. This will ensure that the yellow card is being adhered to at all times.

For example: If you have five young people within a breakout activity with one adult, this is acceptable. Although it is not ok to have one adult with one young person in any activity.

## Photos and Videos

- Many platforms allow users to upload and share videos and photos. This is a great way for young people to share what they're doing at home. Leaders can also share videos and photos with the group.
- Make parents aware that young people can upload videos/photos and make sure young people have a parent's permission before uploading content.

- Leaders may wish to upload videos/photos that young people can watch at home with their families. Make sure your background space is child-friendly, ensuring nothing inappropriate is on display. Also, make sure that no personal details are displayed, including information that may identify your home address.
- Be sure to triple check the video/photo before uploading to make sure it is the correct video or photo. It's easy to make mistakes!



## If you experience an incident

- Close the chat immediately.
- Tell the parents that an incident has occurred.
- Report to the police locally if the incident involved criminal activity.
- Inform your Group Scout Leader or District Commissioner.
- Report to [safeguarding@scouts.org.uk](mailto:safeguarding@scouts.org.uk) to log the incident and the team can provide support to any young people affected if required.

## For further information see the Scout Association website:

[Click here](#) for guidance on Staying Safe Online.

[Click here](#) for the Young People First – Code of Practice.

## Videos from Scout Ambassadors and members of Team UK to play on your Zoom calls:

[Message from Scout Ambassador, Dwayne Fields here >](#)

[Message from Scout Ambassador, Ed Stafford here >](#)

## Videos to use when presenting awards:

Award presentation – formal Uniform: [Watch here >](#)

Award presentation – Informal Uniform: [Watch here >](#)

The Scout Association is providing a FREE Zoom Pro Licence for every Scout Group – [click here](#) to apply.

