



amplifi- Participation Information Sheet (Virtual Sessions)

All of our virtual sessions will be hosted via Zoom.

Prior to the session(s) you will be sent an invite link and password which will allow you access.

We recommend when entering a room you do so with your camera and microphone turned off and turn the camera on when the sessions starts if you feel comfortable. We will need young people to turn the camera on at least once during the introductions so we can verify who is present- if for any reason you would prefer not to you can meet one of our team before the session begins.

Please find below some pre-session information. Please read this before joining.

- **Participants will receive meeting details, including the invite link via email**– only those who have signed up will receive this
- **Access with a password** – even if someone obtains a link, they will still need to enter a password to access the call.
- **Waiting Rooms** – the host will be able to control who enters the call – this will be based on the name given by the participant matching with the sign-up information. When you first click the link you will enter a waiting room.
- **Recording sessions** – This will only take place where the content may be needed for NYA use such as for social media or reporting, or in some circumstances when the content may be needed for young people who have missed a session. This will not happen without your permission and we will ask you to complete a media consent form.
- **Staffing**- If the session is being run by a partner a second member of staff will be provided by the NYA. Anyone under 16 involved in sessions will be invited into breakout rooms with other young people in age range and will be supported by a member of staff.
- **Private messaging will be turned off** – so that participants are not getting private messages from each other or people they do not know well. They'll still be able to send messages to everyone or the host.
- **Ground rules**- These will be agreed at the start of the meeting. The ground rules will include emergency and safeguarding information which you can also find at the bottom of this information sheet.
- **Muting and Blocking** – the host has the control to mute people and block them entering or interacting in the call – this would be if someone ignores the ground rules repetitively.
- **Emergency Contact Number** –in case a participant falls ill or injures themselves whilst on the call so that we can contact someone who might not be in the same room as you to help

To prepare for the meeting, we ask young people to...

- **Ensure you're able to be in a quiet space** – this is so that everyone will be able to hear you on the call.
- **Try and make sure you're not interrupted or switch off video if they think you could be** – as we would only have parental and media consent, other siblings or family on video would disrupt the recording and cause the end of the meeting. Parents can be in the same room if they want to be, but we cannot have them on the video call and other young people will need to be made aware of their presence.
- **Download an image for their Virtual Background** – if they would rather not have everyone seeing the room that they're in, they can choose an image for a virtual background and have this ready to upload when the call starts. Some hosts might set a theme before the webinar for them to choose a virtual background. Its better used on a plain background or a greener background.



Emergencies and Safeguarding-

Should a young person need urgent support or have any safeguarding concerns these should be reported to the host as soon as possible. This can be done via the private chat function or contacted on the following-

Bex Perry- Programme Manager (amplifi)

Bexp@nya.org.uk

Mobile- 07706 352720

Confidentiality

By sharing your information with the NYA, you are giving NYA permission to use this data as noted above.

NYA take your privacy seriously and will only use your information for the purposes it was intended.

All information will be treated with the strictest of confidence. NYA will not use any comments, images or recordings without your consent.

The NYA has a duty of care to the participants. In the event of a learner disclosing a safeguarding concern, the NYA will implement their Safeguarding procedures. This may result in information being shared with other parties to protect you.

The NYA will ensure your information is not kept longer than is necessary and will retain the minimum amount of information it requires to carry out the task mentioned above. The NYA will not sell, rent, trade or transfer your personal information to outside companies.