

**Youth Work Ireland Laois Policy**

**Title:** Digital Youth Work - Policy and Procedures

**Effective Date:** 15/02/2021

**Youth Work Ireland Laois Form Number:** 3

**Version:** 02 Date (as above)

**Total Content:** 5 Pages

**Created by:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

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I have read, understood and agree to abide by policy document:

Youth Work Ireland Laois, Digital Youth Work - Policy and Procedures.

**Signed:**

**Date:**

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### **Youth Work Ireland Laois Digital Youth Work**

In the event of temporary closure of YWIL due to any prevailing circumstances or for precautionary reasons, such as COVID-19, youth workers will establish an online chat group through Zoom for young people to have access to supports and services and to create a peer-support network. This will be a safe space where young people and youth workers can share information, ask questions and engage with each other. Youth workers will ensure that this is in line with best practice and child protection procedures.

**See also “Digital & Media” section of STAFF HANDBOOK page 29.**

**The following staff members will be accessing Zoom and/or Google Hangouts through their work accounts:**

Clive Davis [clive@ywilaois.com](mailto:clive@ywilaois.com)

Natalie Hogan [natalie@ywillaois.com](mailto:natalie@ywillaois.com)

Elaine Boyle [elaine@ywillaois.com](mailto:elaine@ywillaois.com)

Jimmy Collins [jimmy@ywilaois.com](mailto:jimmy@ywilaois.com)

#### **Guidelines for Youth Work Staff**

- Zoom groups will be created for all current groups
- Zoom groups should be private and invite only
- All staff must ensure that the Zoom guidelines developed by YWIL are implemented
- All staff must ensure to follow best practice and child protection procedures
- In the event of a child protection issue staff should report to DLP Clive Davis immediately
- All staff should fill out an online evaluation form after every Zoom group (located in the drive)

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### **Guidelines for Young People**

- Young people are only allowed to contact during the times listed above. Any contact outside of that will not be replied to until the next scheduled slot.
- Young people will be invited into their Zoom groups by Youth Work Staff
- Young People should only use during operating hours for Zoom
- Young people should be informed of Zoom guidelines
- If a young person breaks any of the guidelines:
  - First time – they receive a formal warning
  - Second time – they are removed from the group

### **Zoom Guidelines**

1. Zoom should only be used during agreed times:
  - a. Any members of a Zoom group should follow the same conduct that is acceptable in Youth Work Ireland Laois
2. Be respectful of other members
3. All conversations should be kept private and confidential
4. No explicit language or swearing is allowed
5. No sexually explicit language or slang terms
6. No discriminatory or derogatory comments made about any member or anyone outside of the group

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7. No sharing of personal photos or photos which could be deemed derogatory, discriminatory, or sexually explicit
8. No sharing of links to other sites; this includes (Facebook, Twitter, Instagram, Tik Tok, WhatsApp, Online sites, etc.)
9. No sharing of personal information; this includes phone numbers, addresses, online names, etc.
10. No discussions of any matters which have happened outside of the group or discussions about people who are not in the group
11. Although this is a confidential and private group please be aware that Youth Work Ireland Laois staff have a duty of care and must report any issues which are a child protection or legal issue.
12. In conjunction with Zoom, other Apps, or online gaming formats may be used during group hours. All online gaming platforms will be age appropriate and approved by youth workers.