

St Andrew's Club

DIGITAL AGREEMENT

St Andrew's Club has developed a Digital Agreement for members to take part during Covid-19 lockdown in online engagement with St Andrew's Club, via any closed groups within its Instagram/ TikTok/ SnapChat/ Facebook/ You Tube/ Twitter sites. Engagements may include video communications and chat groups, conducted via Zoom, which will be monitored and moderated by a minimum of two youth workers.

St Andrew's Club:

1. Will offer a safe place via a home/office using Phone, or Video call platforms such as Zoom/WhatsApp (where applicable), for members to access St Andrew's Club projects.
2. Will create an Eventbrite listing in order for Member/s to book a free slot on the sessions.
3. Where possible, if a session is not taking place St Andrew's Club will contact you by email/telephone at least one hour before the session, and there will be opportunities to attend another session to replace the one that was missed.
4. St Andrew's Club will keep all information (called data) safe (Locked encrypted/password protected files on external devices such as Dropbox held by St Andrew's Club).
5. The link to support platforms (usually Zoom) will be sent up to 8 hours prior to the session to allow Member/s time to download/check software settings if needed.
6. St Andrew's Club will not be liable for software issues or technical problems experienced with the Member's software/connection, and we will support in any-way possible to resolve any technical issues .

St Andrew's Club and Members will:

1. Test connections/WIFI before the sessions to ensure that you can connect easily.
2. Confirm your participation in a session through Eventbrite at least 1 hour in advance (you will be sent the link to Eventbrite in advance)
3. St Andrew's Club and Member/s will ensure that a safe/quiet uninterrupted space is used for the video call before the session and will close all tabs on the desktop, unless a screen share is in use, or files are being sent via e-mail.
4. Remain fully clothed before/throughout and until the meeting ends.
5. Member/s will notify St Andrew's Club if something happened in sessions that he/she/they felt was not OK.
6. Member/s will only share content that is appropriate within the remit of St Andrew's Club.

Data Protection

1. Member/s understand any information collected by St Andrew's Club is confidential and that if there are any safeguarding concerns regarding the Member they may need to share this information with other agencies. St Andrew's Club will aim to discuss these concerns with the Member first where possible.
2. St Andrew's Club will not give information to other third parties unless there is a safeguarding issue and we are required to share an IP address.
3. Member/s understands that St Andrew's Club will record the sessions which will be stored in line with [St Andrew's Club Information Governance Policy](#) which permits identification of

data subjects for no longer than is necessary for the purposes for which the personal data are processed, to be used solely for monitoring and evaluation purposes, to report back to funders.

Post-St Andrew's Club sessions contact

1. Member/s understand that St Andrew's Club will not discuss or engage with the Member on social media outside of the organisation's official channels.
2. St Andrew's Club suggests that the Member/s does not use, answer or show personal information from their device during sessions or afterwards.

Consent

St Andrew's Club confirms procedures within this document are correct and the member/s is signing to say that they agree to this contract on this date.

Sarah Nicholls (on behalf of St Andrew's Club): *Sarah Nicholls*

Member:

Parent/carer:

Date:

N.B. You/Your child CANNOT be admitted into sessions until we receive consent.