



Terms and Conditions – Community Engagement Live Lessons

- 1. BFC CST Safeguarding Procedures** – The safety of your children is our number one priority and that's why we have incorporated several different safety features on the online platform Zoom. During the live lesson there will also be a minimum of two BFC CST coaches on the call to ensure participant safety.
- 2. Parental Attendance & Support** – The Live Lesson will be delivered via the online platform Zoom. Parents must download the app/software to their own devices and not their child's laptop/tablet/phone. Where possible ensure the location setting, is switched off on your device.
- 3. Session Recording** – All Live Lessons will be recorded and stored safely. Content of the video may be used for marketing, promotional purposes and resolving any issues that may arise during the live lesson.
- 4. Safe Working Space** – We have designed the session to be carried out in a small space indoors, however, it is the parent's responsibility to ensure the area is safe of any furniture/objects that could cause injury. BFC CST can not be held responsible for any damages or injury caused.
- 5. Equipment** – We require the participant to have access to a ball. This could be a size 3 or 4 football, a mini skills ball, a foam football or any other suitable ball that you are happy with. We would also encourage you to mark out a 'playing area' using cones or socks, as this will help players stay within a designated playing area.
- 6. During the Lesson** – We ask that parents use the "Speaker View" and not "Gallery View" available on Zoom to ensure that participants are only able to see the BFC CST member of staff who is talking. We also ask that your child's camera is turned on to ensure our staff can identify any unknown attendees. The online chat function and participants microphones will be disabled to ensure participant safety. **The Trust enquiries email (enquiries@brentfordfcst.com) will be open during the live session for any questions. A BFC CST staff member will try their best to respond.**
- 7. Participants Recording** – Parents are not permitted to use the record feature on Zoom. If you are recording your own child via a camera phone or similar, please ensure that no other participants are visible.
- 8. Punctuality** – Please familiarise yourself with Zoom prior to the lesson and log into the stream 5-10 minutes prior to the lesson starting, where you will be held in a waiting room for a BFC CST member of staff to admit you.
- 9. Zoom Name** - Please ensure that your screen name on Zoom is your child's full name, so we can cross reference this against our Football Development registers.
- 10. Behaviour expectations** – a set of appropriate behaviour and expectations will be given to your child at the start of the session.
- 11. Safeguarding** – BFC CST has safeguarding policies and procedures in place, to ensure all young people can access and participate safely in activities and sessions.

