



# CREATIVE FACILITATION ON ZOOM

Sarah Longfield

## Contracting at Beginning:

- What happens if you have tech issues. What happens if I do.
- Mic/Camera – protecting privacy and controlling audio
- Recording/saving chat
- Introductions for all
- Expectations for session
- Use of chat – how and when



## Safeguarding and Privacy:

- Triple Lock all meetings: Waiting Room enabled, new meeting ID for each session & passcode/password each time.
- What does it say in your Child Protection Policy (if working with under 16s)?
- Are there any other policies you should consider?
- Do you need a specific working online policy?
- What settings do you need to do to ensure you're keeping people safe?
  - Chat – private messages
  - Recording
  - Screen sharing
  - Renaming
  - Annotation of screen shares/whiteboard

## Some Elements of Good Facilitation Stay the Same:

- It is joyful
- Interactive
- It has energy and liveliness
- A good session makes sure everyone is introduced and you've properly contracted/discussed code of conduct/set out the plan at the beginning
- A good facilitator builds rapport
- A good session has ways to review learning and check expectations

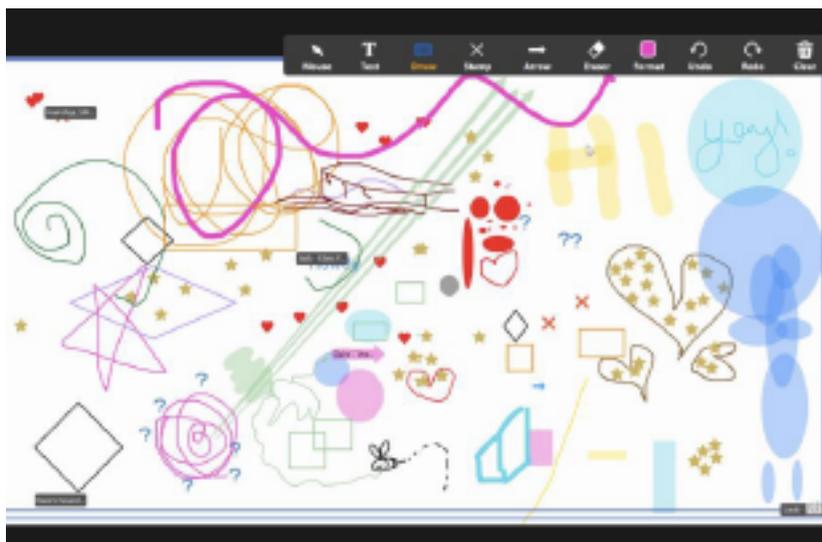


However there are some elements that need tweaked/adapted/focused upon:

- Pace. Do you need to slow down
- Control. You have a lot more of it on zoom. That can feel uncomfortable – get yourself comfortable so you're not bringing that worry into the space.
- Accessibility – for everyone it's more tiring. For those with additional needs it's far more complicated.
- Eyeline

Zoom features you can use to make the most of facilitating online:

- Polls
- Breakout Rooms
- Mic/Camera
- Chat
- Reactions
- Virtual Background
- Video Filters (although not everyone has them)
- White Board
- Music (sharing computer sound only)
- Spotlight/Pin Video



*A whiteboard doodle by a group from Inspiring Scotland*



*Playing "snake" on the zoom whiteboard*

### Kit you can use to enhance the experience:

- Second camera – you can get a desk cam which can connect to your computer (you use it through advanced features of Share Screen)
- Or you can use a selfie stick and cook book stand which is my preferred way!  
[Here's the one I have](#) and it's grand
- Clip on lenses – play with what your webcam can do. There's tons on the market but [these](#) look pretty good.
- Download the EPOCCam app for your phone or tablet to use it as your computer's webcam



# Useful Links:

Childnet have a wealth of resources including [this guide](#) for working online with Children and Young People.

And the [NSPCC Keeping Children Safe Online](#) covers all of the areas of consideration when ensuring safeguarding CYP/VP online.

[Zoom accessibility tools](#)

Really [excellent guide](#) to working online from Culture and Wellbeing:

Good tips on running an accessible session:

<https://usability.yale.edu/web-accessibility/articles/zoom>

<https://elearningindustry.com/ensure-zoom-meetings-accessibility-to-participants>

Other websites/tools that might be of interest to shake things up a bit in your session or bring in different ways of collaborating:

[AHA Slides](#)

[Miro Boards](#)

[Mentimeter](#)

[Padlet](#)