



Boys & Girls Clubs
of Central Vancouver Island

BGCCVI Virtual Programs Guidelines and Waiver (CYFS & PBS)

To make all Boys and Girls Clubs of Central Vancouver Island (BGCCVI) programs safe, supportive, productive, and the best experience possible for individuals, group members and staff, it is important for each participant to make a commitment to adhere to the following guidelines.

General Guidelines:

- Please try remove outside distractions and turn off all cell phones and unrelated electronics.
- If you are unfamiliar using the online platform we suggest you log in early to familiarize yourself with the controls.
- Please call/text/email your worker about helpful tips and suggestions ahead of the online meeting if you need assistance.
- Mute your computer/phone while you aren't speaking to keep background noise at a minimum. You can also chose to disable the video option should you choose.
- Sit in a well-lit room if you are using the video function and for all calls consider using headphones/earbuds with a microphone to help cancel out external noise and improve your voice clarity.
- For groups, remember to share airtime with other participants online.
- We encourage as much confidentiality and anonymity as possible.
 - Participants are asked to refrain from disclosing unnecessary personal or identifying information regarding themselves or others. Use statements like "my friend" or "my classmates" as opposed "Johnny from my school".
 - Parents/caregivers please refer to your kids as my "son/daughter" or the age of the youth, "my 15-year-old" in order to maintain the anonymity of minors.

Confidentiality:

- Participants should be in a private meeting space, where no one else can hear the proceedings of the group unless the additional individual(s) have been disclosed and approved to participate by the BGCCVI staff member.
- The use of earphones can help ensure confidentiality.
- Participants should not activate the private chat option while on the zoom call. Please use the main group chat to ask a question and/or request an opportunity to speak to avoid talking over one another. Please use the main group chat to ask a question and request an opportunity to speak to avoid talking over one another.
- We ask that you not record any part of the online meeting. We have purposely disabled these options whenever possible on the online platform but ask you do not record the conversation or meeting using any other recording devices (cell phone, etc).



I acknowledge that:

- I have been advised that the Boys and Girls of Central Vancouver Island (BGCCVI) will make every attempt to respect my privacy and boundaries. I understand that the BGCCVI cannot guarantee strict confidentiality.
- I understand that the BGCCVI will use a third-party video conferencing solution to facilitate the virtual group meetings. Although these calls may be encrypted for protection from malicious eavesdropping, the BGCCVI cannot guarantee this. By participating in the call, each member has reviewed and accepted the security of the facilitating platform (ie. Zoom).
- Participants and their families are forbidden from recording online sessions in any way. Personal confidential notes are ok.
- Staff cannot reveal information about members without written permission except where disclosure is required by law:
 - Anyone who indicated they wish to harm themselves or others
 - If there are suspicions of abuse of a minor
- Self-Care in Emergencies: If at any time a participant feels like harming themselves or injuring others, they will call 911 or go to the nearest hospital emergency room.

Please sign this waiver as your acknowledgement of all the above information.

Program Participant (Please Print)

Signature

Parent/Guardian (Please Print)

Signature

BGCCVI Staff Signature

Date