



Boys & Girls Clubs
of Central Vancouver Island

BGCCVI Virtual Programs Guidelines and Waiver (Youth Programs)

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.

Group 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 the group facilitator or the leader 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.
 - For youth programs please do not provide any personal or identifying information about others in the group. Use statements like "my friend" or "my classmates" as opposed "Johnny from my school".
- Respect is an integral part of each group. Please respect other's opinions, emotions, and experiences.

Confidentiality:

- Participants should be in a private meeting space, where no one else can hear the proceedings of the group unless they are registered group participants. The use of earphones can help ensure confidentiality.
- Participants should not describe anything discussed in group with others outside of group. You may share with others your own contributions to the discussion, but not what others have shared, or any details about other members, including their names, appearance or any other related personal information.
- Participants should not activate the private chat option while on the zoom call, also do not record any part of the parent meeting. We have purposely disabled these options whenever possible. 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 are forbidden from recording group sessions in any way. Personal confidential notes are ok.
- If you see other group members out in public, please be respectful of their boundaries as some people would like to remain anonymous in the community.
- Facilitators are not permitted to share personal contact information.
- The facilitator 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 member feels like harming themselves or injuring others, they will call 911 or go to the nearest hospital emergency room. : If at any time a participant discloses they are considering harming themselves or injuring others, BGCCVI staff have a legal obligation to report this to the appropriate authorities.

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