**Safer use of Zoom**

From 5th April 2020, Zoom are forcing users to password protect their meeting room. This is an important first step. Other things to do to protect your Zoom space are:

* Use a new meeting room each time (ie. don't use the personal meeting ID)
* Don't allow attendees to join before host
* Mute attendees on joining
* Turn screen sharing off
* Set up a 'waiting room'
* Lock your meeting room after you have started
* Don't publicize your meeting link on social media
* Don't share the screenshot of everyone, especially when it shows the meeting ID
* Try to have someone whose job it is to 'manage the room' and focus just on doing that.
* Tell people what the Plan B is (ie. if you do have to end the meeting where will the meeting move to and how can people rejoin)

Additionally, avoid sharing personal information, and turn off your video and microphone unless needed.

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[www.safeguardinginschools.co.uk](http://www.safeguardinginschools.co.uk/)