

Before a meeting

- Prepare the meeting and any documents in locations that can be shared in the meeting

Starting and running through a Meeting

1. 10- 15 minutes before - Make sure you get a couple of leaders to join the call 10-15 minutes before you expect young people, so you can run through who's going to say what
2. When the young people join the call, make sure you take a register
3. If you have the capability to, you could try opening the meeting as close to normal as possible with flag break
4. After 5 minutes you want to introduce the process
 - a. Explain why you are meeting online
 - b. Set out the ground rules
 - i. Don't talk over one another, you could have them type something in the chat then a leader tells them they can talk.
 - ii. The same rules that apply at the meetings apply online, don't be rude, take part and such
 - c. Explain topic for the evening
5. Running through the programme for the evening
 - a. This could be something the young people have to go away and do, but then make sure you set limits on what they will bring back so you have time do discuss and share with the rest of the group, and it isn't too time consuming.
 - b. If they have to submit it in between meetings, make sure you have a clear method of them doing this.
6. Open the meeting for questions
 - a. Make sure you give the young people an opportunity to ask questions and clarify what they are supposed to be doing between the meetings
7. Closing the meeting and setting
 - a. Make sure you proactively communicate deadlines and when the next meeting will be

Things to consider

- Safeguarding advice that applies to face to face meetings, also applies online, please make sure you manage this appropriately
- You may want to suggest that parents help their young people, especially with the younger sections in being able to participate in the meetings.

- It would be good to maintain as much “normality” as possible, so uniforms and neckers should be worn, otherwise why did we get our grandparents to sew on all our badges?
- You should remind young people and their parents to follow the local advice with regards to the current situation, this may mean you need to adjust your programme at short notice and we should not do anything that puts anyone at greater risk
- Remember the meetings will unlikely run perfectly smoothly first time around, but if we improve as we go along it can only get better!
- If you have any questions please reach out to matt.lightfoot@britishscoutingoverseas.org.uk and comms@britishscoutingoverseas.org.uk