The Roche Court Educational Trust

Online Learning and Events Safeguarding Policy: Children and Young People

Updated January 2021

The purpose of these guidelines is to provide additional information to supplement the Roche Court Educational Trust (RCET) Safeguarding policy during the Covid-19 crisis and specifically focuses on creating a safe environment in which to continue our work with children and young people.

For the foreseeable future we will work digitally to connect and support children and young people in schools and independently. The following guidelines provide protocols for that work, ensuring that the safeguarding of children and young people is our paramount consideration.

Online activities include, but are not limited to, online platforms, instant messaging/chat, live videos/webinars and e-mentoring/teaching. This document is relevant to any staff involved in the planning, delivery and supervision of online activities and events.

The main programmes through which we will be organising online activity will be:

-ARTiculation Prize 2021
-ARTiculation Classroom Exploration
-ARTiculation Discovery Days
-RCET Virtual Visits
-RCET webinars
-RCET Art history talks and presentations

Risk Assessment

A risk assessment will be written for each project or programme's online events and activities. These will be approved by the Head of Education and shared with all members of staff involved with the activity.

Online Learning and Events

RCET:

- Ensure age-appropriate services are used and that systems are secure. We have selected Zoom as the most appropriate and secure platform currently available.

- Staff will take part in online training to use the agreed platforms effectively.

- Must ask for written permission from the school/ group, parent/guardian or individual (if over 18) before participating in a video-conferencing event open to the public and ensure that consent to be made visible has been given.

- Staff should maintain professional boundaries and avoid disclosure of personal information. They must present professionally and with an appropriate background.

- Staff can only communicate via the agreed platforms. No personal account may be used.

- The use of 'waiting room' functions must be used at all times and sessions may only start at the agreed time when the space is supervised.

- All participants / audience members must use their full name when entering a session to confirm identity before being let into the meeting.

- Participants' first name and the first letter of their surname to be displayed only during online sessions.
- Ensure consent for the individual's full name and school attended has been given by the school/ group, parent/guardian or individual (if over 18.)
- Disable chat features so that participants in group calls cannot message each other during the meeting (but can still message the host and / or co-host). Staff will constantly monitor messages.
- Disable comments features to ensure that no malicious comments are made to discredit.
- Share the link with details of platform/s to be used, dates and times of session/s and the names of the authorised adults and who will be participating to all relevant parties so that they can sit in (leaders / parents / carers).
- Make effective use of all security and safety settings on any chosen online services, hardware and software and ensure that RCET staff are able to:
  - control participants' video and audio functions.
  - remove or reject people from the live session if necessary.
- Disable recording facilities for all except the host to ensure that no sessions are recorded, stored, edited, or forwarded without prior consent or knowledge. Be aware of video conferencing apps that can auto-generate captions.
- Inform users what will be collected and for what purpose (presentations recorded, stored and sent to schools).
- Sessions delivered outside of a classroom environment must be recorded and securely stored (limiting organisational access and not holding data on an individual staff computer).
- Any issues or suspected issues will automatically be reported following the organisation's procedures.
- All live sessions will be password protected to ensure that these are only available for the intended participants. A new secure password will be generated for each session.
- Personal information (including contact details and email addresses) is only accessible to those with the right permissions and is not publicly viewable. Students / Parents / Guardians contact details and email addresses will be immediately deleted following the session. Teachers will have already given separate consent for their details to be included on the RCET/ ARTiculation database by signing our consent form.
- At least two members of RCET should be present for all activities. Both should have a DBS check.
- If running an event that requires participants to use their microphone or camera or involves participants under-16, a Code of Conduct will be shared with participants prior to the event.
- If working from home, staff must do all that is reasonably possible to ensure that other household members cannot view participants or overhear conversation.
- Difficult, challenging or inappropriate behaviour and comments should be dealt with immediately. This may involve muting or removing a participant from the event.
- Staff should not be in a private video call 1-2-1 with a participant. If this happens by accident (someone else loses signal etc) they should immediately come out of the breakout room and end the session.

- If schools are not involved (i.e. in the case of a family workshop or RCET online event), parents/guardians are responsible for young participants adhering to the guidelines.

Schools and colleges

- The participating school/college is responsible for their pupils/students online safety during the event and that pupils/students understand and adhere to the RCET online safety guidelines.
- Parental consent for all online activities delivered away from the school/college premises must be gained in writing by the school.
- At least one member of teaching staff from each participating school/college should be present throughout the duration of all online activities.

Parental consent

- Parental consent for the filming of sessions delivered away from the school premises must be gained in writing by their school/college.
- Give consent to use their device/app for teaching (e.g. Zoom terms of service state you must be 16+ to register so young people may need to use a parent/guardian's account).
- Parents must be informed how and to whom to report if they have an issue or a concern about the sessions.
- Teachers may give consent for children to participate in RCET online activities provided that their school has sought parental permission.
- A parent/guardian should be present for the duration in the case of an RCET online family workshop or event, and remains responsible throughout.

Young people

- Will adhere to the RCET online safety policy whilst adhering to their own school safety policy. The UK legal age of consent for accessing online services is 13.
- If the online session is taking place away from the school premises, participants must ensure they present in an appropriate, neutral background with no visible personal belongings, such as family photos etc.
- If the online session is taking place away from the school premises, parental consent must be given to RCET in writing.
- If the online session is taking place away from the school premises, participants will receive and agree to RCET's online Code of Conduct.
- Understand where the session takes place.
- Wear appropriate clothing.
- Only display their first name and the first letter of their surname during the online sessions.
- Agree to not share content from the session on another platform without consent and organisational approval.

- Understand that they may not contact facilitators, hosts or other participants except via the agreed channels.
- Be polite and responsible in communications online.
- Respect others' work and property online.
- RCET must monitor online sessions at all times to ensure well-being and that all instructions have been understood.
- RCET must make sure that users are comfortable with the use of the chosen platform and that they are capable of using this.
- RCET must ensure young people know how and to whom to report if they have an issue or a concern about the sessions.
- Agree that they understand how and to whom to report if they have an issue or a concern about the sessions.

Receiving a disclosure online

This guidance should be read alongside RCET's Safeguarding Policy. In the event that a child or young person discloses information to RCET staff member/s which they think may indicate that the child or young person communicating with them is at immediate risk during or outside of work hours, they should immediately follow the actions set out in RCET's Safeguarding Policy.

Reporting

Please report any concerns to any member of RCET staff:

Laura Joy, Head of Education: laura@sculpture.uk.com

Jenny Cooper, Education Officer: jennycooper@sculpture.uk.com

Josepha Sanna, ARTiculation Project Manager: josepha@sculpture.uk.com

Timothy Revell: ARTiculation Communications and Outreach Officer: timothy@sculpture.uk.com

Coco Lloyd: ARTiculation Schools Liaison Officer: articulation@sculpture.uk.com

All information regarding an incident or disclosure needs to be recorded using our Recording Form for Incident or Disclosure (Appendix E of our Safeguarding Children and Vulnerable Adults Policy) and given to the Designated Safeguarding Officer (Education Officer).

Safeguarding contacts:

The Education Officer at Roche Court is:

Jenny Cooper Tel: 01980 862802

Email: jennycooper@sculpture.uk.com

Or in her absence:

Laura Joy, Head of Education

Tel: 01980 862802

Email: laura@sculpture.uk.com

A copy of RCET's Safeguarding Children and Vulnerable Adults Policy can be provided upon request

Sources and further reading

A step-by-step digital safeguarding guide. For charities designing new services or taking existing ones online.

https://digisafe.thecatalyst.org.uk/

Catalyst's Charity Digital Safeguarding: risk assessment guide
https://docs.google.com/document/d/1eejkHj9wvb4wuLAmTZIgPENd7WcOLBMcADy-go-8JEI/edit#

The Department of Education's safeguarding Safeguarding and remote education during coronavirus (COVID-19)
https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

Youth Music Network: Safeguarding guidance and considerations as organisations move learning online

https://network.youthmusic.org.uk/safeguarding-guidance-and-considerations-organisations-move-learning-online

How to risk assess your preferred third party platform for online service delivery

https://medium.com/wethecatalysts/how-to-risk-assess-your-preferred-third-party-platform-for-online-service-delivery-d4909c10e0a4