

Digital Safeguarding Policy

Date Reviewed: November 2022

Date of Next Review: November 2023

Please note that this policy should be complimentary to and understood alongside Brigantia Creative's Safeguarding Policy.

1. Live Interaction Using Digital Platforms (Zoom, Skype, Facebook Live)

All staff undertaking this work should adopt the following safeguarding measures when using these technologies:

1.1 For Children and Young People (under 18):

- Written permission via email should be sought from all parents/guardians prior to engaging in a live session. Children and young people (CYP) who do not obtain permission will be unable to participate.
- Prior to the live session, all parents/guardians will be provided with all information regarding the planned online session including: date, time, platform used, duration and adults that will be leading the session.
- Each live session will be hosted by a DBS checked, youth arts worker. Parents/guardians will be informed of the participation of any other adults such as speakers and guest tutors.
- Parents and guardian will be informed that each live session will be recorded for safeguarding and documentation purposes. The recordings will be destroyed after 3 months.

1.2 For everyone:

- Participants will be informed that each live session will be recorded for safeguarding and documentation purposes. The recordings will be destroyed after 3 months.
- The taking of 'Screen shots' for use in publicity must have participant consent at the time of taking as well as parental/guardian permission (where participants are under 18). No other photography is permitted.

- Prior to the live session, the lead facilitator will circulate guidance to all participants which includes the following:
 - Inform others in your household that you will be in a live session and that they are not to participate or be included in any way;
 - Wear appropriate clothing, even on areas where you think will not be seen.
 - Consider the background of the room you will be in and ensure it is appropriate to be seen by the group;
 - Ensure that your Zoom ID is your name (not your parents, carers or siblings) so that you can be identified and admitted to the chat;
 - Have video turned on so that everyone can see who is taking part; and
 - Inappropriate language or behaviour won't be tolerated and those who engage in this will immediately be removed by the host.
- During the live session, facilitators will ensure that:
 - The “waiting room” function is enabled so that only approved participants are admitted;
 - During the live session, facilitators will ensure that the 1:1 chat function is disabled so that participants cannot chat between each other;
 - The workshop leader will only ask participants to engage in written chat via Zoom if it is appropriate to the workshop;
 - Participants are reminded that this is not a private space and things shared during the chat can be seen by the entire group;
 - Any Participants who behave inappropriately during the chat are removed immediately; and
 - Prevent participants from saving chat.
- The workshop leader should inform participants at the start of each call that if they feel uncomfortable at any time they can leave the video chat or call in their parent / carer for help including technical support, arranging the space, not being comfortable with something, problems with instruments or materials etc.
- All participants and their parents/carers will be informed about how to report online abuse via CEOP (Child Exploitation and Online Protection) Agency.
<https://www.ceop.police.uk/safety-centre/>

2. Guidance for delivering a digital workshop

- Where workshops leaders are situated during the session should be an appropriate and private space;
- The background shown on workshop leaders webcams should be neutral so not to offend or have age-inappropriate content displayed – this includes posters, artwork, TV etc;
- Workshop leaders should be dressed appropriately (even in areas that you may think are out of view); and
- Personal mobile phones and apps / browsers should not be used during the workshop unless they are needed for the workshop for example to play music / show an image for stimulus.

3. Social networking

All facilitators and speakers are asked to follow these guidelines:

- Do not 'friend', 'follow' or instigate social media contact with individual children, young people and vulnerable adults who take part in Brigantia Creative activities. If a participant contacts you directly you should include Brigantia Creative in your reply or inform the lead Creative Producer for the activity.
- Any Inappropriate contact should be reported immediately to Safeguarding Officer for the activity who will speak with the child, young person or vulnerable adult or their guardian to resolve the situation.

Staff, guest speakers and tutors should review the information available about themselves online with the assumption they may be searched for by participants.

- DO NOT post any content that could be deemed harmful or obscene.
- DO NOT post comments that exhibit or appear to endorse grossly irresponsible behaviour or law breaking of any kind.
- DO NOT disclose personal information such as phone number and address.

4. Receiving disclosures online

It may happen that a child, young person or vulnerable adult may disclose something online to a staff member/facilitator or artist during the course of an online project or activity. Should this happen, the individual should contact the Safeguarding Officer immediately and follow the procedures set out in Brigantia Creative's safeguarding policy.

Appendix 1 – Key Contacts

Vicky Holliday
Safeguarding Officer
07714 249976
vicky@creativescene.org.uk

If the safeguarding concern or incident relates to the Safeguarding Officer, please contact our Director using the information below:

Nancy Barrett
Director
07714 249968
nancy@creativescene.org.uk

Please also see a list of contacts below for external advice if needed:

CEOP (Child Exploitation and Online Protection) Agency.
<https://www.ceop.police.uk/safety-centre/>