

Safeguarding Guidelines for SJT employees and freelancers during the COVID 19 crisis

These temporary guidelines should be read alongside the main SJT Safeguarding Policy for Children and Vulnerable Adults. The purpose of these guidelines is to provide additional information to supplement our 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.

It is a temporary extension of the guidance provided in our existing policy.

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1. Context

During this period of lockdown, we will work digitally to connect, create work with and support children and young people. The following guidelines provide protocols for that work, ensuring that the safeguarding of children and young people is our paramount consideration.

2. Adults at Risk

An important difference between safeguarding adults at risk and safeguarding children is an adult's right to self-determination

1. Adults may choose not to act at all to protect themselves, and it is only in extreme circumstances that the law intervenes. This will often only happen when an adult is assessed to lack capacity in that area, or where the concerns may extend to children, such as when they are living in the same household. Therefore, for the purposes of this guidance, the focus is on children and young people. If SJT staff believe that a piece of online content may have been made by an adult at risk, they should consider how that adult is included in any further decision making about the sharing of that content.
2. Where we are working online with over 18s who do not fall into an 'at risk' category but with whom we are working in a position of trust (for example, providing distance learning for University students) a discussion between the line manager and responsible person or practitioner will take place to agree appropriate adaptations of the guidelines.

3. Live communication via digital platforms

SJT staff may run live virtual sessions with children and young people during this period and will therefore adopt and maintain the following additional safeguarding measures.

- Written permission (including via email) from parents/carers will be sought for all live chat communication with children via digital platforms. Where permission is not given by the parent/carer, the child will not participate in the digital sessions.
- All parents/carers will be informed of the platform/s to be used in the session along with the dates and times of sessions and the names of the authorised adults who will be participating in these sessions. SJT staff and artists and authorised personnel will be the only adults present during SJT digital live chat communication with young people
- When communicating with young people via digital platforms SJT staff will use SJT accounts and ensure that the personal numbers of young people and freelancers are kept confidential and not shared with any other group member.
- All live chat sessions (for example using Zoom) will be password protected.
- The staff member hosting the session will use the waiting room feature before a session starts. ensuring no access is given to anyone besides authorised staff and young people.
- SJT staff will ensure the following safety measures are in place when running any online chat session: Before the session commences, the SJT staff member responsible for the session will send the following advice to the children and young people participating in the session:
 - Make sure that people you live with know you are on a live video chat. Please do not include them in the chat.
 - Please wear appropriate clothing, even on parts of you that you think won't be seen.
 - Please consider the background of the room you will be speaking from to ensure it is appropriate (for example, a bedroom may not be suitable).
- During all live chat sessions, SJT staff will ensure that: Two DBS checked adults will be present for the duration of every session; one of these will be designated as the session host. A Waiting room function will be switched on so that the host can monitor who is joining. The host will disable the chat function that enables members to chat between each other. The host will be the only user able to share their screen. The host will remind young people that this is not a private space and whatever they share online will be seen by the group.
- At the start of each live chat with young people, SJT staff will establish a code of conduct / group contract for the session including: Reminding participants about respecting others and not to do anything online that they would not do if the group were together. Introducing the platform technology to the group, explaining that everyone will have their microphones on mute when they are not speaking. Any 'raise your hand' / response features will also be introduced. Reminding participants that they must not record or take photos of anything during the session. Reminding participants that any chat function is disabled and there will be no private chat between group members. Young people and parents/responsible adults will be advised about the process for reporting online abuse via CEOP (Child Exploitation and Online Protection) part of the national Crime Agency <https://www.ceop.police.uk/safety-centre/> when they book into the session initially as part of the information provided.

4. Video content including children and young people

There are two ways in which the images of children and young people may appear in online SJT content.

- A. Where it is submitted by a parent or child via our open social media channels
- B. Where it is submitted via email or on other platforms as part of an SJT curated creative project

We will take a different approach in each context.

1. Content submitted via our open social media channels

Where it is deemed that a child or young person has submitted content on SJT social media channels and where the content includes the child or other children, the SJT will not share or retweet the content. Where content containing children has been submitted on SJT channels by an adult who refers to themselves as the parent of the child, the SJT may choose to share, retweet and/or respond to the parent.

Where a child has submitted content that does not feature any children or adults, the SJT may subsequently share that content, redacting anything that could identify the child, including their twitter handle.

2. Content submitted via email as part of an SJT curated creative project

Where the SJT has asked young people to submit content as part of a creative project the following protocols will be used:

- The content will be submitted to an email address that contains the project name, as opposed to the name of an individual staff member
- The person/s accessing the email address will be DBS checked adult/s

Young people will be advised:

- Not to submit material that uses or discloses their full name
- Not to film or submit things that might reveal their exact address, school or somewhere they go regularly (e.g. a sports club or activity)
- Not to film anyone else under the age of 18 without their parental permission being given
- To wear appropriate clothing
- To keep themselves safe – i.e. not to share content that feels too personal, complicated or sad.

5. Sharing work made by young people online

Where the SJT has invited young people to create work online, for example in response to a digital challenge, SJT staff will:

- Use the parental consent form to gain consent from the parent/guardian for their child to participate in the project, making clear that it involves the submission of photos or video content made by the child or young person

- Share the final edits with the children, young people via their parents/guardians before sharing more widely.
- Not use any child's surname in photography or video content.

6. Receiving a disclosure online or via a mobile phone

We recognise that at times, and during this crisis, young people, for example, might disclose information to SJT staff members digitally.

If a staff member receives a message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately follow the actions set out in the Disclosure section of the SJT Safeguarding Policy.

7. Safeguarding contact

SJT Designated Safeguarding Officer - Cheryl Govan cheryl.govan@sjt.uk.com

SJT Designated safeguarding Board Member – Jon Lee Jon.Lee@live.co.uk

8. Useful website and further information

The following links provide up to date information about the terms, conditions and safety features of the most popular video conferencing sites including minimum age requirements (e.g. Zoom, Teams, Adobe Connect, Google Hangout).

<https://www.saferinternet.org.uk/>

In addition, the UK Safer Internet Centre, Co-funded by the European Commission, runs The Professionals Online Safety Helpline (POSH). It was set up in 2011 to help all members of the community working with or for children in the UK, with any online safety issues they, or children and young people in their care, may face. The phone line will be operation Monday – Friday 10 – 4pm during this period: 0344 381 4772. This helpline can assist with any online safety issues or concerns any professional working with children and young people may have. For help and support, please email: helpline@saferinternet.org.

The latest advice for parents and children from Gov.UK is here: <https://www.gov.uk/guidance/covid-19-staying-safe-online>