

Safeguarding Policies and Procedures for Staff, Event facilitators and Participants

Please read this alongside the safeguarding policy.

Guidelines for Museum of East Dorset Virtual Workshops and Activities

During this period of lock down Museum of East Dorset (MED) staff are working hard to offer events and activities as part of our virtual museum. In order to do this, we are going to use a variety of digital platforms. When using these platforms, it is important to protect you and your families and follow our online code of conduct.

COMMUNICATION VIA DIGITAL PLATFORMS

- When communicating with young people via digital platforms MED staff will use MED accounts and ensure that the personal numbers of young people and facilitators are not shared.
- All parents of under 18's will be informed of the platforms to be used and the dates and times of sessions and the adults who will be in these platforms.
- All Zoom sessions will be password protected and the staff member or facilitator hosting will ensure no access is granted to anyone other than a confirmed attendee.

MED have the right to suspend instantly anyone found doing any of the above. They will not be allowed to return to attend future MED events unless the directors and other members of staff agree.

- Staff will also remind young people that this is not a private space and whatever they share online will be seen by the group.
- Any young person who breaks the above rules will be removed from the platform by staff and parents/carers will be informed.

SHARING WORK CREATED ONLINE

- When MED share work created online we will take the following steps:
- Get permission from the young people and their parents/carers (if under 18) before sharing.
- Not use a child's surname in photography or video content.
- Gain parental/guardian consent for their child to be photographed and videoed
- Only use images of children in suitable clothing
- Only share content through MED official accounts.
- If, for whatever reason, a parent/carer or young person is not happy with the use of content, then MED will not share the content.

COMMUNICATION VIA ZOOM

- Young people will agree to an online code of conduct.
- Clear information for parents and consent sought for their children to participate.

The host will ensure the following measures are in place:

- Ability for members to chat privately will be switched off
- Chats will be autosaved
- The host will be the only user able to share their screen
- All sessions will be recorded
- Password protected sessions
- Waiting room will be switched on so that the host can monitor who is joining
- DBS checked adults in every session
- Removed participants will not be able to re-join
- Young people will be told about the ability to report online abuse

LIVE VIDEO CHAT with Participants

- Make sure people you are living with know you are on a live video chat. Don't include them in the chat.
- Wear appropriate clothing, even on parts of you that you think won't be seen
- Remember it's easy to misinterpret things online
- Refer to the event leader directly if you feel worried about anything
- Do not record or take photos of anything without the others consent.

SUBMITTING VIDEOS

- Don't use your full name
- Don't film things that might reveal your exact address, school or somewhere you go regularly (e.g. a sports club or activity)
- Don't film anyone else under the age of 18
- Wear appropriate clothing
- Keep yourself safe - don't share something that feels too personal, complicated or sad.
- If you are worried or concerned about anything online or personal during this period please seek advice from a family member Please remember that anything disclosed to Museum of East Dorset staff cannot be kept private.

SHARING WORKS CREATED ON LINE

We will take the following steps:

- Ask permission before sharing any work created more widely
- Not use an under 18's surname in photography or video content.
- Gain parental/guardian consent for under 18's to be photographed and videoed
- Gain consent from the participant to be photographed or videoed.
- Only use images of children in suitable clothing

RECEIVING A DISCLOSURE ONLINE OR VIA MOBILE PHONE

We recognise that at times, members might disclose information to staff members digitally. If a staff member receives a worrying 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 refer it for action to the Director or Chairman of the Board of Trustees (director@museumofeastdorset.co.uk) who will follow the procedure below.

- Check with the young person – What is happening? Where are you? The staff member should not attempt to solve the problem.
- Contact the young person’s parent/guardian, or – if applicable – the social worker/key worker associated with that young person. If there is no response: Alert the emergency services (in most cases this will be the police) by calling 999 and giving as much information as possible.
- If necessary staff members should contact First Response team Bournemouth, Christchurch, Poole 01202 735046 or if the child lives in Dorset the children’s advice and duty service 01305 228558 or the BCP Out of Hours Service on 01202 738256
- Staff must write up an incident report on the situation within 24hrs.