

Friends and Families of Special Children

Safeguarding working practice – On-line Activities

Introduction

On-line Activities provide a great opportunity to engage with children and families in a modern way that increases our reach into the community. They do however provide an opportunity for those with malicious intent to abuse of the access they provide.

Friends and Families of Special Children (FAFOSC) are committed to ensuring they are provided in way that ensures that participants are able to engage in a safe and secure on-line environment and the same standards of behaviour we expect for our other activities are maintained. The approach outlined in the overarching Safeguarding Policy will apply equally to On-line Activities.

Organisation of the meeting

In order to ensure that appropriate security is maintained for the meeting to avoid unwanted visitors the following measures will be taken;

- All activities will have a designated leader who has responsibility for reviewing the security arrangements and the conduct of the activity
- Activities will use the Zoom meeting platform and use passwords
- The link or access to the activity is not to be published on social media or any public forums.
- Date and time, together with link to the meeting is to be shared only in a secure email to participants with a direction not to pass on details to other persons regardless as to how well they know them.
- Other interested parties must be directed to the Activity leader as appropriate.
- Parents to ensure they have set up the zoom account via their email address not Facebook with subsequent sign in through email.
- Advice will be given with the joining instructions about sharing of personal information and the expected standards of dress and behaviour, along with advice in inadvertent sharing or personal information and considering the specific location being used to undertake the activity

Conducting the activity

- There will be at least two members of FAFOSC staff in each activity
- FAFOSC staff will use only their work email address and not provide personal emails or contact details
- The activity leader will use the booking record to keep track of participants
- Activities will utilise the Zoom waiting room feature and be locked once underway
- The activity leader, assisted by FAFOSC staff present, will ensure that appropriate standards of behaviour are maintained. If there are concerns about the behaviour of participants, or security has been breached then the activity should be suspended.
- If any disclosures are made that give rise to a safeguarding concern the activity leader should act in accordance with the processes set out in the FAFOSC Safeguarding Policy
- Activities should not be recorded unless explicit approval has been received from participants and their parents/ guardians

Leaders should monitor the activity and consider whether participants are in an appropriate environment and intervene if they have any concerns