



Fly High Stories

Safeguarding Policy update - Zoom / Skype Meetings/Activities - September 2020

The restrictions put in place to manage the Covid-19 outbreak have made Zoom / Skype an important tool for business continuity, and a sense of connection with our stakeholders.

It is important that Fly High Stories responds to the restrictions in an agile way, and this may include use of Zoom or Skype as the most effective tool to continue conversations and interactions with schools, families and children, and with staff who are categorised as vulnerable adults. Extra thought and appropriate procedures are in place to ensure the safeguarding of children and vulnerable adults whilst using Zoom or Skype as a tool for work at Fly High Stories.

- Meetings/workshops including children should only be hosted by Fly High Stories staff members who hold an Enhanced DBS check.
- Meeting/workshop invitations should only be sent via email, and not posted on social networks or other websites.
- All meetings/workshops should need a private invitation or password if possible depending on platform. If a participant manually enters the meeting/webinar ID, they will be prompted to enter the password.
- As with in-person workshops, there should always be more than one responsible adult in the meeting/workshop.
- Any meeting/workshop which includes children or vulnerable adults should not be recorded, except with the express consent of the parent or guardian of every child or vulnerable adult. This should be made clear to everyone taking part in the meeting, as other software or devices could be used by participants to record or screenshot the meeting.

For Participants (responsible adults)

- A consent form should be acquired from a parent, teacher or guardian for a child (or group of children from a school) to take part in a Zoom or Skype meeting/workshop. The form will include the following information:
 - Participants should consider what's in the background of their frame – check there is no personal data visible, and choose a neutral background, ideally in a communal space in the home, with a parent or guardian sharing the space.
 - Recording and screenshots are not permitted.

- The Host (Fly High Stories) are the only ones that can record the meeting, but this will not happen unless permission has been obtained. However, Fly High Stories cannot guarantee that other participants will not use other software or devices to record or screenshot.
- Workshop Participants should be suitably dressed for a practical session.
- ALL Participants are to join with their Video ON and sound on mute to allow the Host to verify participants.
- The Participant's video can be on if the parent or guardian agrees. This improves a sense of connection and balances the conversation between Host and Participants.
- There will be times when the Host mutes the Participants to ensure as best a quality experience for everyone as possible.
- All Participants are responsible for their own health and safety when taking part.
- All Participants must take responsibility for their conduct during the online workshop. Any conduct deemed inappropriate or unsafe for other Participants will be removed from the class.

For Meeting Hosts

- For any meeting/workshop including children or vulnerable adults, the following should be set by the Host:
 - The ability for participants to message privately should be disabled.
 - The ability for participants to rename their display names should be disabled. First names only should be used as display names.
 - Screensharing should be disabled.
 - The Host will verify all participants as they enter the meeting by having them on video.
 - The Waiting Room function should be enabled (any new participant trying to enter the meeting is assessed by the Host).
 - The Host should Lock the meeting once all expected attendees are present.
 - The Host can mute/unmute participants throughout the session where appropriate.
 - The Host should know how to Remove Participant immediately.

Like many workplaces and educational environments, Fly High Stories is learning about the interface between Safeguarding best practice and video conferencing as we go.

We understand this will need to come under regular review as we learn more about technologies, and the possible risks involved.

Created: 5th June 2020 Review date: monthly until further notice