

## **Hope Church Luton Online Safe-guarding Guidance**

Leaders this document supports our Safe-guarding policy, as more online sessions take place in this season we need to protect the children and leaders as we engage with them online.

All online activity must be agreed by the parents or carers and discussed with the team leader – Youth - Linda Geevanathan, Blaze and Sparks – Beth Holland and Little Lights – Heidi Greenall.

### **The purpose of this guidance is to:**

- ensure the safety and wellbeing of children, young people and vulnerable adults
- ensure that, as an church, we operate in line with our values and within the law in terms of how we use online devices.

This policy applies to all staff, volunteers, children and young people and anyone involved in Hope Church Luton activities.

### **Provision of online sessions during Covid**

It's best practice to have at least two adults present when working with children and young people. This applies both on and offline.

### **Communicating with parents, carers and the children**

Keep sessions and communication to the times agreed with the Kids' Work leader and parents

Check all online material before sharing it in a session

Please ensure your behaviour and speech are always appropriate

DO NOT record any sessions without written parental permission

Ensure that consent is sought from a parent for any child under the age of 13 years. For those over 13, there is no legal requirement to seek parental consent but continue to notify parents where possible.

### **Child protection concerns**

As per our safe-guarding policy, leaders need to be able to identify any child protection concerns and take appropriate action.

For example, concerns may arise when:

- a leader sees or hears something worrying during an online lesson
- a child discloses abuse during a phone call or online session.

Remember to follow the Hope Church safeguarding and child protection policy and procedures. Make sure you know how to recognise and respond to the signs of abuse.

### **Zoom Safety**

- Ensure that advice is given to only download Zoom directly from the company's own website to avoid potential scams.
- Use the 'waiting room' feature to better control access to the meeting.
- Disable participant screen sharing when working with children.
- Do not record meetings unless absolutely necessary and with consent from all involved.
- Know how to expel a participant quickly and place a call 'on-hold' in the event of an incident or concern.
- All sessions are password-protected

**This policy should be read alongside Hope Church's policies and procedures, including, Safeguarding children, vulnerable Adult and Using images of Children and Young People**

### **Harmful or upsetting content**

Get support by:

- reporting harmful online content to the [UK Safer Internet Centre](#)
- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

Teaching a session from home is different from teaching in the church building. Leaders should try to find a quiet or private area to talk to the children, parents or carers. **When broadcasting a session or making a recording, consider what will be in the background.**