

ONLINE EVENTS & WORKSHOPS: ONLINE CHILD PROTECTION AND SAFEGUARDING POLICY

LaVolta Events Ltd.
Company Number: 11768551

Policy:

Child Protection and Safeguarding

Date Adopted:**Date of last review:****To be reviewed next
before/on:**

[24 MONTHS MAX]

Purpose and Statement:

Due to the prevalence of COVID-19 and under guidance from the UK Government **LaVolta Events Ltd.** are delivering lessons via an online video conferencing **Zoom** as of **March 2020**.

LaVolta Events Ltd.'s safeguarding policies and procedures will be followed as normal, with some additional precautions. This document should be read in conjuncture with:

- **LaVolta Events Ltd.** Child Protection and Safeguarding 2020

In accordance with the provisions of The Children Act 1989, the "welfare of children is paramount". This means that some of the usual considerations of confidentiality may be superseded by the need to protect children, young people and vulnerable adults (collectively referred to as 'young people' in this document).

Our goal for all digital interaction is to help our participants:

- connect, and reduce the effects of social isolation
- expand their creative understanding
- creatively express their experiences

Everyone involved in **LaVolta Events Ltd.** activities, whether online or face-to-face, should follow our Terms & Conditions, Student Conduct, Safeguarding and Equal Opportunities policies.

The person who has overall responsibility for child protection issues with **LaVolta Events Ltd.** is the **Company Director, Lauren Johnson** (07707799460). They have received training in the protection of young people and is responsible for ensuring that the company's policies and procedures are kept up to date

and adhered to by **LaVolta Event Ltd.'s** staff. She is also the person to whom any concerns regarding suspected child abuse should be addressed. The **Company Director** is also responsible for health and safety matters within the company. However, it is not their role to decide whether a young person has been abused or not; this is the job of the statutory authorities to whom she has a duty to report possible child abuse.

Distribution:

- To ensure distribution to all permanent and freelance staff, volunteers and parents.
- Confirmation of receipt of information - Signed statement from recipient to be held on file.

Review and monitoring of policy:

- Reviewed annually or in instances of legislative change
- Monitoring is part of Management and Supervision

The following policy is based on the below principles:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/unpaid) have a responsibility to report concerns to the Designated Person with responsibility for child protection
- Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred

We will aim to safeguard children by:

- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Sharing information about child protection and good practice with children, parents and carers, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Carefully following the procedures for recruitment and selection of staff and volunteers
- Providing effective management for staff and volunteers through support, supervision and training
- We are committed to reviewing our policy and good practice regularly

Principles of Safer Online Activities:

We expect all students and staff to help us keep everyone in the group safe by acting considerately to all. In digital sessions, we do this by:

- Students may only use their first name and first initial in profile (e.g. "Jane D.")
- We specify that the link, meeting code and password is private and must not be shared in anyway.
- Ask students/parents and carers to:
 - i. Make sure everyone in the house knows the student will be on a live video chat.
 - ii. Remain in the same room and within earshot if a participant is 12 years or under.
 - iii. Make sure appropriate clothing is worn (as if they are attending a physical session).

- iv. Make sure that there is a safe, clear space for movement with no distractions (e.g. pets, TVs etc).
- v. Keep their webcam on at all times.
- vi. Never allow, and are reminded regularly, not take photos, screen shots or record activities, unless instructed to do so by a teacher and only in rare circumstances.
- vii. Not to share things that are not related to the group activity (e.g. pictures, links or information about other events/activities). If you're unsure if you can share something, check with the teacher first.
- viii. Make sure that you speak to and message people respectfully and talk to your teacher(s) if something upsets you. If you are concerned about anything you see or experience during an online session, or with any [COMPANY NAME] student outside of class talk to a grown up, [company name] staff or volunteer to express your concerns. [COMPANY NAME] will listen to you and decide with you a way to resolve the situation.

Staff Supervision:

The adult-child ratio for online activities will be as normal. These are should be at least 1 adult to 8 children under 16 and at least 1 adult to 10 children if 16+.

A **LaVolta Events Ltd.** staff member will be responsible for the pastoral care of the group (just like in our face-to-face sessions), including helping group members access the session.

Keeping Participant's Safe:**Joining Zoom:**

- **LaVolta Events Ltd.** will send a unique link, meeting ID and a password for every different session. These are sent as private and confidential, and recipients are asked not to share these links.
- We will use the Waiting Room feature zoom account. The Waiting Room enables us to confirm who is entering the meeting.
- The waiting room message will include a number participant's (or their parents) can call in case of technology failures!

During the Session:

- Ensure student's follow the **LaVolta Events Ltd.** behaviour policy and remind groups of expectations that would normally be expected during a face-to-face lesson, including:
 - i. Turning off your phone and any other notifications on your computer or other device
 - ii. Listening respectfully when others are talking. (Your teacher(s) may choose to 'mute' participants and 'unmute' them when it's their turn to talk.)
 - iii. Focus on what's going on in the session and take part in the activities.
 - iv. Make sure that your face is fully visible and that you are looking at the screen when others talk.
 - v. Don't talk or gossip about others, whether they're in the session or not.
 - vi. Be aware of how others might be feeling. Try to make sure everyone feels welcome and respected

Students are prohibited from the chat function (aside from talking to the host) and screen

sharing, unless it is appropriate for the lesson. If screen share is being used, we ask participants to only share appropriate content pertinent to the lesson.

All staff are to be trained in additional measures as noted in this policy, the Child Protection and Safeguarding Policy and the **LaVolta Events Ltd.** online classes risk assessment.

Support and Training:

We, **LaVolta Events Ltd.**, are committed to the provision of child protection training for all our team members.

The Designated Person(s) will update their/his/her Child Safeguarding Officer training every three years or after legislative change, whichever occurs first.