

Introduction

FolkActive is committed to working in a way that ensures maximum safety for people of all ages and tutors involved in online teaching, learning and dance sessions. The following guidelines are in addition to the principles and practice outlined in the FolkActive Child Safeguarding Policy and Vulnerable Adult Safeguarding Policy.

Guidelines

1. FolkActive will choose and test online platforms carefully. We will maintain a Zoom subscription <https://www.zoom.us> as our main platform but will also use other platforms as appropriate.
2. All online teaching and other activity sessions and meetings will be conducted on a timetabled basis. There will be strictly no online 'chat' or interaction outside of these times.
3. A working camera and microphone should be installed on all devices used for online teaching.
4. Online teaching may be supplemented with links to pre-prepared videos on a private FolkActive YouTube channel and sound files shared on other platforms such as Soundcloud and Spotify.
5. The FolkActive Zoom account is hosted by Cath Watkins cath@folkactive.org.uk. Other designated staff will be appointed as 'co-hosts' for certain sessions and activities.
6. Young people, older participants, tutors and activity leaders will be sent an e-invitation to their timetabled lesson, dance session or other online activity such as meeting or pastoral chat. There will be no need for them to create an account as the website will automatically load once clicking on the invitation link. Invitations can be linked to online calendars so timetabled sessions are clearly visible.
7. All teaching, learning, dance-based and other pastoral sessions will be conducted with at least two members of FolkActive staff on duty online. There will always be one 'host' or 'co-host' online, in addition to the tutor or pastoral staff who is leading the activity.
8. The hosts are able to 'pop' in to online sessions at regular intervals to check all is well from a safeguarding point of view and also to support any technical questions with the platform. The session 'host' will end the session at the appropriate time at which time everyone will be automatically exited from the session.
9. Participants and staff must be physically located in safe working spaces, appropriate for online lessons, with an appropriate background.
10. Young people should make sure that nothing overtly personal (such as items showing contact details, school uniform, address) is visible in the space where they are accessing Zoom. They will also be asked to dress appropriately for a learning activity whether music or dance-based as they would in a face-to-face session.
11. FolkActive will share the timetable of online activities – both required and optional sessions – in advance with participants, parents and carers so that there is transparency about when online activity will take place.
12. Young people's parents or other responsible adults will be made aware the session is happening and are welcome to be present in the room or close proximity in the home if they feel that would be advisable for support or supervision.
13. FolkActive staff should be in a room where others cannot see or listen in. If this is not possible, then headphones must be worn, and screens angled away towards a wall

and away from any other people. In any event, a neutral background should be used with minimal personal items in view.

14. All FolkActive staff will be expected to dress professionally and appropriately for their sessions and conduct them to the same safeguarding and professional standards as required for face-to-face sessions.
15. Staff will be advised to check what is visible on the laptop / device screen to prepare for using any 'screen-sharing' function.
16. FolkActive may use the record function to record online sessions using video and or audio as a safeguarding precaution. FolkActive staff will securely store and delete all sound and video files as soon as possible after sessions – at the latest within one month of the activity taking place.
17. Participants may record one-to-one sessions where the ability to record sessions, or parts of sessions, is given to them by the host. As in live workshops, recordings may be made on personal devices for personal study use only. Recordings must not be posted to social media or shared in any other way. They must be securely deleted as soon as possible after sessions, and on request.