

Introduction

FolkActive is dedicated to providing a safe and enriching online learning experience for individuals of all ages and tutors engaged in virtual teaching, learning, and dance sessions. This policy outlines our commitment to maintaining safety and outlines guidelines to be followed during online activities. These guidelines are supplementary to the principles and practices set forth in the FolkActive Child Safeguarding Policy and Vulnerable Adult Safeguarding Policy.

Guidelines

1. FolkActive will continue to carefully select and test online platforms, with use of Zoom (<https://www.zoom.us>) and Google Meets (<https://meet.google.com>).
2. All online teaching and activities will adhere to a pre-determined schedule. Any form of online 'chat' or interaction outside of these scheduled times is strictly prohibited.
3. Devices used for online teaching must be equipped with a working camera and microphone.
4. Online teaching may include links to pre-prepared videos on a private FolkActive YouTube channel, as well as sound files shared on platforms like Soundcloud and Spotify.
5. The FolkActive Zoom account is hosted by Cath Watkins cath@folkactive.org.uk. Designated staff will be assigned as 'co-hosts' for specific sessions and activities.
6. Participants will receive e-invitations for their timetabled sessions, ensuring ease of access without the need for account creation. Invitations can be linked to online calendars for visibility.
7. All sessions will have at least two FolkActive staff members present online, including one designated 'host' or 'co-host' in addition to the leading tutor or pastoral staff.
8. Hosts will periodically check sessions for safeguarding and technical concerns, concluding sessions at the appropriate time.
9. Participants and staff must be situated in safe and appropriate online learning environments with neutral backgrounds.
10. Participants should ensure no overtly personal information is visible, and they should dress appropriately for online learning.
11. FolkActive will share timetables of online activities in advance with participants, parents, and carers for transparency.
12. Parents or responsible adults will be informed about sessions and are welcome to be present or in close proximity for support.
13. FolkActive staff should maintain privacy during sessions, using headphones if necessary, with screens angled away from others and neutral backgrounds.
14. All FolkActive staff are expected to dress professionally and adhere to safeguarding and professional standards during sessions.
15. Staff are advised to check visible content on the screen when utilizing the 'screen-sharing' function.
16. FolkActive may record sessions for safeguarding purposes. Staff will securely store and delete video and audio files within one month of the session.
17. Participants may record one-to-one sessions with host permission for personal study use only. Recordings must not be shared or posted on social media and should be securely deleted upon request.