**Online Events for Families, Adults and Community Groups**

**Digital Safeguarding Policy (December 2020)**

 *These guidelines sit beneath the Museum’s Safeguarding Policy and Procedures*

**1. Ashmolean Sessions via live Zoom**

**Guidelines for participants of Ashmolean live Zoom sessions**

**We ask participants not to share the Zoom invitation**

It is essential that the Meeting ID and Password are not shared publicly,

particularly online or via social media. If it is discovered that the Meeting ID and/or Password

have been shared, we will consider this a breach of our Safeguarding practice, and

immediately close down the session. Any participant responsible for sharing this information

may be permanently removed from the group.

**We ask participants to share their screen on entering a session**

This is to allow the session host to see who is joining. Once the session starts, you can choose to have your screen on or off.

**We ask participants to consider backdrop of Zoom session**

Participants should join the Zoom session from an appropriate space in the remote venue, and avoid using a bedroom if possible. Ensure that you have no personal documents and photographs on view in the background.

**General Conduct**

Participants should present themselves, in both conduct and appearance, in a manner expected of all visitors of the Ashmolean Museum.

**Participation by children**

Where children participate in sessions, a parent or carer should be visibly present and supervising.

**If you have concerns**

If participant has any concerns, they should raise this with the session host either immediately via personal chat or by email after session.  The session host will share their email in the chat at the start of the session so that participants have this contact. Additional guidance on how to keep young people safe online, can be found on the NSPCC website: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

**What the Ashmolean Museum is doing to ensure Ashmolean sessions via live Zoom are safe for participants and session hosts.**

**Share guidelines with participants.**

We will share *Guidelines for Participants of Ashmolean Live sessions* (above) with participants by email before session.

**Ashmolean Zoom Account**

We will always use an Ashmolean Museum Zoom account to run sessions, never a personal account.

**Unique Meeting ID & Password Protection**

In order to access a scheduled session or workshop, each Zoom session will have a unique

Meeting ID, as well as a Password, which will be emailed to participants on the day of the session, at least thirty minutes before the session start time. The Meeting ID and Password will be different for each session.

**Zoom Waiting Room**

The session hosts will be responsible for admitting participants into each session on Zoom. When logging into Zoom, participants will be placed into a virtual Waiting Room, where they will remain until the session host grants them access to the session. In the unlikely event that someone from outside of the group has managed to access the Meeting ID and/or Password, the session host will be able to see this, and deny access to the session.

**Session Hosts**

Each session that is hosted via live Zoom platform will always have two supervising adults

present.  At least one of the Session hosts will have an enhanced DBS check in place, and

current Safeguarding training. Having two supervising adults present in each session allows

for both additional technical and support for participants.

**Suitable Background**

Session Hosts should join the Zoom session from an appropriate space in the remote venue ensuring they have no personal documents and photographs on view.

**Chat Functions**

The chat function will be enabled or disabled by the session host depending on the size and type of group. Where appropriate, chat will be enabled and set up as visible to all, and then monitored by host. For larger groups, or where social aspect is not important, chat will either be disabled, or made visible to host only.

**Break Out Rooms**

Where these as used, they will have a minimum of 3 participants and be checked on regularly by host. Break out rooms will only be used for adult groups, or when supervising adults are present.

**Record Functions**

In order to ensure that participants are not using the video record function on Zoom, this

will be disabled by the host. Session hosts will be notified of any participant trying to use the video Record Function in the Zoom session and will be able to deny permission. In the unlikely

event that a session host wishes to record or screenshot any part of the session, parents will be notified via email in advance to explain the purpose for this recording. This prior warning will give parents enough time to deny permission for their child to be recorded, or to request that their child is withdrawn from session activity during the period of recording.

**General** **Conduct**

Session hosts should present themselves, in both conduct and

appearance, in a manner expected of all employees of the Ashmolean Museum.

**Further Safeguarding Support**

Should there be any concerns, either from participants or session hosts, about the safety and welfare of a someone taking part in an Ashmolean live Zoom session, this should be raised with the Session host. The session host will share their email address in the chat at the start of the session so that participants can see it.

**2. Sessions broadcast using live streaming, for example via You Tube or Webinar Jam**

**What the Ashmolean is doing to ensure these events are safe for session hosts and participants.**

* Ashmolean staff will log in to online platforms as the Ashmolean Museum, never using a personal account
* Where possible we will connect to the internet via an Ethernet cable rather than wifi
* Ashmolean staff will ensure that sessions are streamed from a suitable room with a neutral background, without personal items on show.
* Ashmolean Staff will be professional in how they dress, speak and conduct themselves generally.
* When the session host encourages participants to share their creative work online using our social media channels, we will say children need parental consent to share these images online.
* When we use any chat function to interact with the public, this will be monitored. If a member of the public becomes abusive or aggressive using this function then comments will be deleted and staff will not interact with the individual. Any threatening or racially abusive behaviour will be reported to the police.

**3. Outreach – when members of Learning Team are invited to join a group hosted by another agency, eg.community groups, children’s centres, care homes etc.**

* When joining a session as a guest, the Ashmolean Museum Learning staff will follow safeguarding requirements and guidance of host organisation.
* Ashmolean Staff will be professional in how they dress, speak and conduct themselves generally.
* Ensure that sessions are streamed from a suitable room with a neutral background, without personal items on show.