



Relay Community Arts

Remote Working Safeguarding Policy

Introductory Statement

Relay Community Arts are committed to the protection and safe practice of working with young people and vulnerable adults.

The purpose of this document is to set procedures that ensure the safest practice possible for participants including but not limited to data protection, safe sessional working and publicly sharing work.

This policy recognises the unique challenges or opportunities for safeguarding issues that are presented when working online such as information shared during a Zoom workshop, or information shared on an online learning or sharing platform. This policy outlines how Relay Community Arts aim to mitigate and respond to these unique risks.

Key Contacts

Safeguarding Lead: Emma Dyson
emmajanedyson@outlook.com

Deputy Safeguarding Lead: Ailis Lord
ailislord@gmail.com

Both individuals will ensure that they have an up to date DBS certificate before beginning work with young people or vulnerable adults.

Receiving a Disclosure Online

In the event that a young person or vulnerable adult shares worrying information online with an employee or volunteer working for Relay Community Arts, that individual must report that issue to the Safeguarding Lead or Deputy Safeguarding Lead.

The Safeguarding Lead or Deputy Safeguarding Lead will then decide how to respond to the issue: either contacting a parent or guardian if appropriate, or reporting to the local authorities.

When a young person or vulnerable adult shares information with any employee, they must be explicit that this information cannot remain between the two individuals, and that formal steps must be taken to ensure their safety.

The details of any disclosure should be recorded and stored appropriately, in a locked Drop Box file, and a hard copy stored in a locked safe. The recorded information should detail the issue, who was involved and what actions were taken.

Storing Information

No participants personal information will be stored on workers' personal accounts and will be stored securely in locked documents on Relay Community Arts' Dropbox account. Any hard copies of information will be stored in a locked safe at the company's office.

This includes contact details, images, recorded content and any other personal information shared by participants.

Emails

Personal emails must not be used when contacting participants.

The email address hello@relaycommunityarts.com should be the only email used to contact participants or parents/guardians.

Formal language must be used when corresponding with participants, and emails should only be focused to and relevant to the project or work taking place. This is to avoid any misunderstanding between participants and employees.

Employees who have any queries regarding safeguarding when emailing should report to the Safeguarding Lead or Deputy Safeguarding Lead.

Phone Calls

Personal phones should not be used to make phone calls or texts when contacting participants.

The phone number (TBC) should be the only phone number used to contact participants or parents/guardians.

Phone calls should be avoided where possible and should be made when another member of staff is present.

When this is not possible, the details of a phone call must be logged, including date, time and information discussed. Any safeguarding concerns should be written up and sent to the Safeguarding Lead or Deputy Safeguarding Lead.

Staff or participants phone numbers should not be shared amongst one another.

Work mobiles should be switched off outside of normal working hours (9am-6pm), with a voicemail to pick up messages the next working day, unless evening project work is in progress.

Social Media

Relay Community Arts uses Social Media accounts on Twitter and Instagram to promote and share the company's work.

[Relay Community Arts CIC \(@RelayComArts\) / Twitter](#)

[Relay Community Arts CIC \(@relaycomarts\) • Instagram photos and videos](#)

Relay Community Arts may share images or examples of works created with participants on these accounts only with the written consent of participants and/or parents/guardians.

Consent will be obtained through our Social and Digital Media Consent form that all participants and/or parents/guardians sign at the beginning of a project or process.

Participants may subscribe to the company's Social Media accounts online, however the company will not reciprocate this subscription, and no communication is to take place using this platform.

Participating in Workshops

Before beginning any workshop led by Relay Community Arts, young people and vulnerable adults and/or their parents/guardians will have consented to their participation in the working; this is where they will also share their personal information, and this will be stored safely by the company.

In the event that the work is taking place through a partnership with another organisation, it may be in their best interests to retain contact information, however this will be disclosed prior to the project beginning and we will retain the relevant consenting details from the partnership.

In order to ensure everyone's safety during workshops, participants must adhere to our 'Safeguarding Policy' - Participating in Workshops guidelines, and follow these additional guidelines specific to participating online:

Before a workshop:

- 1) Set up the video meeting using a private link that is password protected. A new private link should be created and distributed for each workshop.
- 2) This link is to be shared with participants through the Relay Community Arts email and Zoom account. Participants' contact information is not to be stored on Zoom.
- 3) Participants are to be given the 'Participating in a Workshop' ground rules as stated below.
- 4) If possible, there should be at least two members of staff present. If there is only one member of staff present, the session should be recorded and saved securely in the Dropbox folder. If consent for recording is not gained for all participants, the workshop can only take place with at least two staff members present.
- 5) All staff members must ensure they are delivering workshops from an appropriate, professional location. Personal information should not be identifiable in the background of video e.g. photographs, documents etc.
- 6) The workshop host must equally ensure that all participants are in an appropriate and safe location for the workshop to be held.
- 7) The host is responsible for creating this safe, equal environment, where all ground rules are followed as if in one workshop room together.
- 8) Private chat features must be switched off to avoid personal conversations during the workshop.
- 9) All chat must be saved after the workshop ends and saved securely in the Dropbox folder.
- 10) Screen sharing is only allowed by the host, unless otherwise instructed.
- 11) Record and action any safeguarding concerns in the same manner as any other workshop.

During a workshop:

- 1) Participants need not use their full names, or share personal details.
- 2) Participants must not share other people's personal information without permission.

- 3) Ensure that other people in your household know you are live on chat: they must not join the chat to ensure the safety of the other participants.
- 4) Wear appropriate clothing - even if you think this may not be seen on camera.
- 5) Contact the group/workshop leader directly if you have any concerns.
- 6) Do not record or take photos of the session.
- 7) Consider any images or links you share during the session - they may be triggering or upsetting for another participant. If you are sharing something that could potentially upset another participant, then send a warning before sharing e.g. 'contains violence'
- 8) Under no circumstances should any links or images be shared that would go against the Equality Act 2010, or promote illegal activity.
- 9) Remember that if the chat function is enabled on Zoom for example, then everyone in the session will be able to see what messages are sent. Do not share anything you wouldn't want the whole group to see.

Sessions will be screen recorded for recording and protection purposes unless full group consent is not gained. All sessions will be transcribed regardless.

Sharing Work Created

Before sharing any work that has been created as part of Relay Community Arts, we will

- Ask participants to fill out a consent form asking if they are comfortable with image taking/recording of their work.
- Share the final product with the participant group (and parents/guardians where appropriate) before sharing to the public domain.
- Refrain from using surnames or other identifying information within the work that is shared.
- Only share the work through Relay Community Arts (and any partners) official accounts.

If any participant or parent/guardian is not comfortable with the use of their image or content, Relay Community Arts will ensure this will not be shared to the public domain.

Signatures

This policy came into effect on Tuesday 24th November 2020.

Signature: Emma Dyson

Date: 24/11/2020

Signature: Ailis Lord

Date: 24/11/2020