

## SAFEGUARDING ONLINE POLICY

### **Purpose of this Policy**

The general safeguarding policy refers to in-person contact to protect all staff, volunteers and clients. This online policy is an extension of that to increase safety and protection in online settings, particularly for those vulnerable individuals who we may be working with.

The activities TLC runs extend to online and virtual meeting platforms such as Zoom etc, so it is important that safeguarding measures are outlined for those online interactions.

### **Key Safeguarding Policies:**

#### **Relating to staff:**

- The content of each activity created for the clients should be appropriate for, and sensitive to the participants' backgrounds.
- Ensure that only the intended participants are present by, for example, including a password on Zoom calls.
- The host of meetings should mute and remove people in case of an incident where an individual behaves inappropriately or causes disruption.
- Participants' personal information, for example their email address or phone number, must not be visible to others accessing the content.
- Enough staff should be present to support the event.

#### **Relating to everyone:**

- Clients and volunteers/staff should not take screenshots/photos or recordings of individuals without their permission, nor should they share these with others unless there is consent.
- Both clients and staff should know to contact our Volunteer Co-ordinator Khrystyna or the host if they see or hear anything upsetting or inappropriate.
- Attendees should know they are welcome to have their camera turned off if they don't feel comfortable with it on.
- Attendees should be reminded that TLC promotes a safe, friendly, caring, respectful and tolerant environment; listening attentively, allowing others to speak, and respecting other opinions to avoid conflict is important.
- Attendees may also take advantage of online features such as the 'raise hand' option on Zoom to help aid a smoother discussion and ensure those who want to speak are given the opportunity.
- If at any time, attendees feel unsafe or uncomfortable they can privately

message the host of the event or leave the session.

