

Keeping children safe online guidance

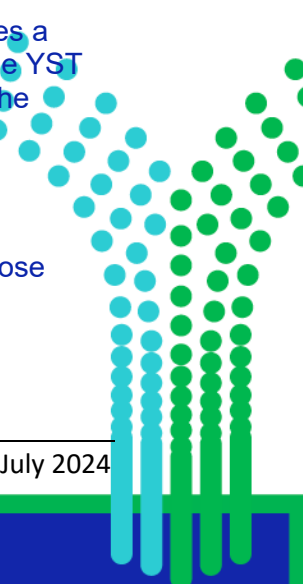
Introduction

The aim of this guidance is to keep children, young people and YST deliverers safe during virtual delivery events.

The Youth Sport Trust (YST) Safeguarding Policy and Safeguarding Procedures and Guidelines are valid and transferable into this learning environment. Ensure you are familiar with these documents and understand what is required of you and the YST reporting procedures. All concerns should be reported using the Safeguarding Incident Report Form on our website.

Preparing and managing your online virtual delivery

1. Define the type and purpose of the virtual event/delivery at the start of your planning process. This will help you to decide the most appropriate delivery format for the event and the levels of interaction needed.
2. Clarify Duty of Care at your virtual event/delivery and whether YST will have loco parentis.
3. Consider your audience, how well does YST know those attending? will they be accompanied by a teacher or other adult from their organisation? what is their relationship with the adults accompanying them. Use this information to help you consider the best format of delivery to ensure the purpose of your event is met.
4. Complete an event safeguarding plan and risk assessment for your event. If you require help or are unsure whether this is required always speak to your Line Manager and /or the YST Lead Safeguarding Officer.
5. Establish the number of staff needed pre-event and during the event. Define roles and responsibilities for YST staff, accompanying adults from the school or community organisation and parents/carers.
6. Ensure clear information has been shared with the school or community organisation you are working with. This information should include but not be limited too agreements regarding registers, consent forms, management of any conduct or behaviour during the delivery, assistance with chat functions and responsibility and reporting for any safeguarding concerns that may arise.
7. Any safeguarding concerns or feedback collected from learners which includes a safeguarding concern should be shared immediately after the delivery with the YST Lead Safeguarding Officer. The YST Lead Safeguarding Officer will contact the Designated Safeguarding Lead for the school or community organisation (as appropriate).
8. Provide information to the school or community organisation on the technical requirements for the virtual event/delivery and any preparation required by those attending to ensure they can engage fully in the virtual event/delivery.



9. Ensure you are aware of any children and young people with additional needs or requirements that may require a risk assessment or reasonable adjustments to be made to your delivery.
10. Ensure the YST Code of Ethics and Conduct is clearly referenced with the school or community organisation you are working with. It should be understood by everyone taking part in the virtual event and include expectations regarding appropriate behaviour, language, and the use of images.
11. Check your own broadcast platform and ensure your security settings are up to date and applied to your own software. If you require help or advice, please contact the YST IT Department.
12. YST has a range of recommended platforms dependent on what the outcome of your session / recording is. Follow YST guidance for each platform used i.e., when using Zoom you should be using a YST Pro Licence which will be provided by YST. When required to use a new / different platform at the request of a school or organisation, make YST aware so we can support you to familiarise yourself in advance with platform guidelines. The Events and IT team can provide further advice and guidance.
13. Ensure links to your virtual delivery event are secure, have been distributed correctly and nothing has been shared to a wider audience (people not in the virtual session). If possible, use an individual password for each session.
14. Ensure no one can enter the 'virtual classroom' before you or the "host" grants permission. Use the waiting room function or equivalent (if available).
15. Once everyone is in your virtual classroom, ensure you know how to lock it so that nobody else can join.
16. For all programme delivery (and certain external partner meetings) use the provided YST background when delivering. Always be aware of what the children and young people can see particularly if you 'share' your screen from your digital device (iPad/laptop/desktop computer etc). For internal and informal settings ensure your background is neutral and turn off all notifications whilst in this mode.
17. Do consider the numbers taking part in your virtual delivery. It is recommended that in a virtual classroom a minimum of 6 and a maximum of 12 people take part.
18. No virtual delivery should take place on a one-to-one basis with a child or young person.
19. Ensure that you are providing frequent interactive opportunities, this could be a moment of reflection, question, discussion, annotating a slide on screen, type in chat box.
20. Use of a chat box should be restricted to all messages going to 'everyone'. Private messaging is not acceptable. If you wish to save "chat" during your delivery this must be stated and agreed in advance with the school or community organisation and be in accordance with the YST Data Protection Policy.
21. Ensure expectations are clear around engagement in the session for children and young people with regards to use of camera, chat function, annotation and that appropriate training can be provided at the start of your delivery (if appropriate). This



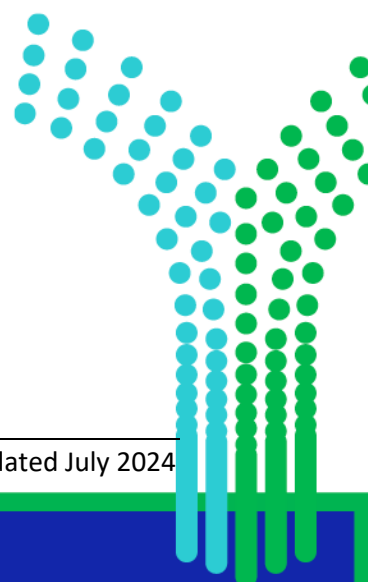
could be a 5-minute video highlighting the different functionality available to participants during the session.

22. No photographs, filming or recording of virtual delivery sessions unless this has been agreed in advance with appropriate measures in place.
23. Never share personal information with children and young people.
24. Practice so you are your comfortable with this method of delivery as well as the content. Expect to have some IT challenges at some point.
25. The further information section provides signposting to organisations where you can increase your knowledge, skills and confidence around online delivery.
26. If you have questions, concerns, queries about delivering virtually ask for help before the delivery. Remember you can speak to the IT Department or colleagues experienced in delivering virtually for help and support.

Considerations when using online external resources in your delivery

Always check:

1. Who owns the materials you want to use. It may be subject to copyright, please speak to Janette Massey for advice and guidance.
2. Is it suitable for the age range and purpose you want to use it for?
3. That there are no inappropriate references or language used throughout the resource? With videos resources you should watch them all the way through before sharing them, so that you can be confident that all the content is suitable.



Further Information and Resources

There are a wide range of resources providing information and guidance for safeguarding children and young people in the online world alongside helplines for professionals to access. Please check out the links below to learn more.

Government guidance on safeguarding and remote education

Website Link: [Safeguarding and remote education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

UK Safer Internet Centre

Website Link: [Safe remote learning hub - UK Safer Internet Centre](https://www.saferinternet.org.uk)

Professionals Online Safety Helpline (POSH)

Website Link: [Professionals Online Safety Helpline - UK Safer Internet Centre](https://www.saferinternet.org.uk)

SWGfL Safe remote learning knowledge base

Website Link: [Safe Remote Learning | SWGfL](https://www.swgfl.org.uk)

Department of Education guidance for providing remote education

Website Link: [Providing remote education: guidance for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Ineqe Online Safeguarding Hub

Website Link: [Safeguarding Hub - Ineqe Safeguarding Group](https://www.ineqe.org.uk)

NSPCC Child Protection in Sport Unit

Website Link: [Online safety & social networking in sport | CPSU \(thecpsu.org.uk\)](https://www.thecpsu.org.uk)

Remote teaching and coaching guidance

Website Link: [Remote teaching and coaching | CPSU \(thecpsu.org.uk\)](https://www.thecpsu.org.uk)

Online Safety podcast

Website Link: [Podcast – Online safety for sport | CPSU \(thecpsu.org.uk\)](https://www.thecpsu.org.uk)

Photography

Website Link: [Photography – safeguarding children in sport | CPSU \(thecpsu.org.uk\)](https://www.thecpsu.org.uk)

Sample acceptable use templates

Website Link: [Acceptable use statement for internet & social media | CPSU \(thecpsu.org.uk\)](https://www.thecpsu.org.uk)

Sample online safety policy

Website Link: [Sample online safety and social media policy | CPSU \(thecpsu.org.uk\)](https://www.thecpsu.org.uk)

NSPCC

Website Link: [Keeping children safe online | NSPCC](https://www.nspcc.org.uk)

Website Link: [Social media and online safety | NSPCC Learning](https://www.nspcc.org.uk)

Childline

Website Link: [Online and mobile safety | Childline](https://www.childline.org.uk)

02 Keeping Children Safe online

Website Link: [Internet Safety for Kids | 02](https://www.02.org.uk)

