

BRITTEN PEARS ARTS

Appendix: Online Working & Guidelines for everyone involved in online activity

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Version Control

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| 1.0 | 23/11/2020 | Phillipa Reive & Helen Fletcher | 23/11/2021 |

The coronavirus (COVID-19) pandemic has meant many organisations that work with children, young people and/or adults at risk have had to change the way they operate on a day-to-day basis. Not having regular face-to-face contact means we may be less able to recognise any concerns and provide appropriate support. Children, young people and adults at risk are now more vulnerable than before because there are fewer opportunities for people in their lives to spot identify and respond to concerns and issues.

All organisations in the UK should continue to follow existing statutory safeguarding and child / adult at risk protection guidance. Here are the steps we have considered regarding any updates Britten Pears Arts needs to make to policies and procedures to ensure everyone is kept safe.

- *The principles of safeguarding remain the same.*
However, we have updated our code of conduct to reflect that we are now working with people in person as well as, increasingly, online.
- *Although day-to-day working arrangements may be different, the key principles of our policies remain the same.*
The welfare of those we work with should come first.

If anyone has a concern, they should act immediately following our safeguarding and child/adult at risk protection procedures.

- *A DSO (or DSM) should always be available to deal with concerns.*
[Safe recruitment practices](#) should be followed.

The role of the DSOs and DSMs has not changed. We therefore continue to follow our procedures in order to recruit new staff & volunteers safely as well as to report any concerns we may have.

We will continue to work with children, young people and adults at risk and respond to non-attendance by following up with phone calls.

Online Guidelines: for everyone involved in online activity

- Whilst engaging in online activity, we ask that you follow the same guidelines that you would follow if you were at working with us in person.
- When using Zoom, please ensure that your screen name is the name that you would like to be used when people communicate with you.
- When using Zoom, or recording any visual content, please ensure that your setting is appropriate – that you feel comfortable within it and there is nothing distracting or offensive in the background. Ideally sit in front of a space with few features.
- Work openly, avoiding private or unobserved situations and working in isolation.

- Any photographs or films of children, young people or adults at risk working online must be taken on Britten Pears Arts' own devices and can only be posted on websites managed and maintained by Britten Pears Arts.
- We'd like the environment to be warm, friendly, open, and supportive. Any feedback you wish to share should be positive and constructive.
- When 1-1 sessions are necessary e.g. mentoring:
 - These will always be hosted on BPA Zoom Channels, not personal Zoom Channels
 - These will be spot-checked
 - Both parties should have someone else that knows the session is taking place: child–parent, mentor–BPA
 - If an artist is required to work 1-1 we require you to have NSPCC Safeguarding training in addition to your DBS checks
- Breakout rooms:
 - Members of staff will circulate regularly, as we would if working in person
- Private messages are only permitted with members of Britten Pears Arts staff. A transcript of any Zoom chat will be downloaded and reviewed at the end of each call.
- When working with external organisations, we will always adhere to their online working policies.
- As always, Safeguarding remains of paramount importance. Please refer to the website to access BPA's Safeguarding policies.
- All Zoom activity is hosted through a licensed account belonging to BPA. Participants are not required to create, or sign into, their own account to access any content. They will only need to click on a link to the video call at the specified time of the activity.
- All SoundTrap activity is through BPA's licensed SoundTrap account.
- A member of BPA staff will be present at all Zoom sessions; they will host the session and will let participants in and out of the call.