

# **Youth Safeguarding - Temporary Additional Procedures to Cover Increased use of Internet for Communication**

## **1. Introduction**

The suspension of the normal youth meetings due to Coronavirus has caused us to think about new ways of communicating with young people without the risk of spreading the virus and equally important, to maintain safeguarding procedures.

This document sets out the additional procedures to be adopted when leaders and youth members use the online platforms to virtually meet in small groups, and also for mentoring. It is for young people aged 11 to 18 belonging to Trinity Youth.

This temporary document is in addition to, and should be read in conjunction, with our key safeguarding document 'Youth Safeguarding and Safety Procedures' and Trinity Discipleship Mentoring Policy & Procedure which are issued to all youth leaders. It will ensure that when leaders are using the internet for small group meetings and for mentoring, safeguarding procedures will be maintained. The document will be reviewed regularly as we move into these new arrangements and updated as necessary.

The online applications we would like to use (similar to HTB Youth Online. [Click here to visit their website](#)), with prior parental permission, in order to remain in contact with young people are:

- ZOOM
- Whatsapp
- Houseparty
- Online gaming through Playstation/Xbox

For each application, an individual risk assessment will be completed.

## **2. Applications**

These applications are online video conferencing platforms allowing users to meet virtually using laptops or smartphones from wherever they are located. They are free to use in their basic form or a paid account allows extras. Users only need to have an email address for account setup and an internet connection

## **3. How we will ensure maximum Online Safety**

Before we use any of these platforms we will implement the following to ensure maximum online safety:

- PCC approval - these procedures will be approved by the PCC

- Parental Consent ([Click here to see consent form](#)) - we will be setting up an online parental declaration form for this specific method of communication with young people. This consent form will continue to be valid when youth activities return to normal in the future
- Parental Awareness - an email will be sent to all parents outlining the plan for these methods of communicating. The email will include the date and time of the video conference sessions, which youth leaders are participating and what will be covered during the virtual meeting. We will place the same information on our website ([trinitycheltenham.com/youth](http://trinitycheltenham.com/youth))
- Risk Assessments - all approved online applications will be individually risk assessed.
- Training - before any online meetings with young people take place, all participating leaders will receive a copy of this document and also a training session. The training session will be delivered using one of the above apps and this will also be an opportunity to trial the system

#### **4. Safety Procedures during Video Conferencing**

- Normal youth group procedures will apply including those covered by the safeguarding document 'Youth Safeguarding and Safety Procedures' In particular safer recruitment, DBS,, training, etc. Also that at least two safely recruited youth leaders present who would normally have 'real time' contact with this group. Both leaders will be 'live' before young people 'arrive'.
- All youth leaders will adopt the same code of conduct for online meetings as they would for the normal face to face meetings. The existing Trinity Youth Safeguarding and Safety Procedures, and the Church of England Safeguarding Handbook will strictly apply, and in addition, the temporary procedures covered by this document and Trinity Discipleship Mentoring Policy & Procedure must be followed
- Parents will take ultimate responsibility for anything shared by a young person in comments or screen shares. As well as the video interface, there is usually space to write comments and participants can screen share too
- We will not record any online meetings. Most video conferencing software allows for the session to be recorded and this is an option for the host of the meeting only. However, recordings will not be made as this would introduce data capture issues and storage associated with GDPR

#### **5. Additional Safety Procedures when Mentoring Online**

Any existing 1-2-1 mentoring relationships will be adapted to mentoring triplets (1 Leader:2 Young People) and will continue to meet using one of the apps. Any new triplet style mentoring relationships that form from March 20th 2020 will be facilitated by Tim O'Leary, Naomi Blyth, Joe Burgess and Rosie Burgess ensuring they follow Trinity's Discipleship Mentoring Policy & Procedure as well as the procedures in this document.

#### **6. Other Considerations**

- As always, be inclusive – are there any young people from your group who would struggle to participate in this way, what extra support can be put in place for them?

- Be aware of and sensitive to technical difficulties! There can be issues with speakers and microphones! Chances are young people will have this sussed but leaders may have issues... !! Use the software with leaders first to try and sort out any difficulties

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