Parish of The Church of the Good Shepherd, Carshalton

Safeguarding Video Conferencing with Young People Policy

The parish will:

- Use a video conferencing platform such as Zoom. This is because users only need to have an email address for account setup and avoids sharing contact details with all users as is the case with Skype/Facetime. There will be no recording of the sessions.
- Not communicate with the young people except without the parents/carers knowledge and send meeting details via the parents/carer's emails.
- Suggest that young people do not zoom from their bedrooms or from such rooms behind closed doors that parents/carers cannot monitor the proceedings, and are appropriately dressed (for example not in pyjamas). There are some general online safety tips for Young People on page 4-35 of the document A Safe Church https://southwark.anglican.org/downloads/asafechurch/2020/ASC_Section_4_Keeping_safe_2020.pdf attached- Appendix 1. The whole document is available on our website.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse
- Have at least 2 safely recruited youth leaders on the video conference who would normally have face to face contact with this group. We will schedule to have all the leaders on the group at least 5 minutes before the young people log on and all youth will leave the session before the leaders.
- Have a code of conduct which would be as during normal face to face meetings and detailed in the document A Safe Church on page 4-6 https://southwark.anglican.org/downloads/asafechurch/2020/ASC_Section_4_Keeping_safe_2020.pdf The whole document is available on our website.
- Display on the parish website the details of whom to contact with safeguarding concerns or support needs- Parish Safeguarding Officers and/or Incumbent, see below.

Policy guideline for Church workers/Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their young people.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be aware in your communications with young people to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with young people, or request or respond to any personal information from a young person other than that which might be appropriate as part of your role.
- Only give personal contact details to young people that are within the public domain of the church / organisation, including your mobile telephone number.
- If young people want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with young people for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with young

people.

- Respect a young person's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your church/organisation domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of your church/organisation while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with young people, it is advised that it should take place between the hours of 9am-5pm. Where working with young people outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- Workers must not harass, insult or bully others
- Workers must not access, download, send or receive any data (including images) which we consider offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material

Each youth leader/volunteer who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appointed Cheryl Thompson and Janet Hill as the Parish Safeguarding Officer.

Incumbent: Rev. Kevin Lewis

Date: October 2020

Safety tips for young people

• THINK BEFORE YOU POST about what you are thinking, feeling or doing. Even though you can delete something (a post, picture, comment etc), you cannot permanently erase something which has appeared online. Once you press send, it is no longer private.
• If you wouldn't want your teachers or parents to see it, it is probably best not to post it. Remember — once it's posted, it is out of your control.
• When online and using social media, never give out any personal information about yourself, your family or anyone else, for example mobile or other phone numbers, address, school or place of work.
• Never send a photo to someone you do not know and trust in the real world. The wrong kind of image can give the wrong impression.
• Never share sexual images of yourself or others online. Once you have sent it you can't control what happens to it and you may be committing a criminal offence — see Sexting, pages 4-31 to 4-34.
• Log into chat rooms using a nickname and be careful what you disclose about yourself in your personal profile.
• Chat safely — you can never be sure who you are dealing with. Remember: they could be deceiving you.
• Never arrange a real-world meeting with someone you only know through the internet. Even if you get on with them online, you cannot be sure who they really are.
• Don't pretend to be someone or something you are not in a way that might hurt someone else's feelings or cause them upset.
• Don't post anything which harasses, insults, bullies, is abusive or offensive. Don't access, download, send or receive and data (including images) which is sexually explicit, discriminatory, defamatory or libellous. You could be committing a criminal offence but also causing someone distress. Don't message someone online with anything that you wouldn't say if you were with them face to face or wouldn't want to be said to you.
• Always password protect your accounts and check your privacy settings. Use complex passwords that are hard for others to guess and use a mix of letters and numbers. Change them regularly.
• If something happens in an online chat room or on any social networking site that makes you feel uncomfortable, leave the site. Tell an adult you trust and, if you can, keep a copy of what it was that upset you.
• If you end up on a website or social networking site with material which you find upsetting or offensive, leave the site and again inform a trusted adult.
• If you are not using your webcam, unplug it or cover the lens or point it at a blank wall.
• If you are being bullied online, report or block the person. Do not reply to nasty, abusive or threatening messages. Do not be forced into sending personal or embarrassing information or photos. Talk to an adult you trust.
• If you see someone being bullied online, let the person know you are there for them. Don't share, comment on or 'like' nasty posts or videos — even when being supportive this can lead to more people seeing it. If you are worried about someone's safety, speak to an adult you trust or to a helpline such as Childline.