**Polka Theatre**

**Safeguarding Policy update - Zoom Meetings/Activities - May 2020**

The restrictions put in place to manage the Covid-19 outbreak have made Zoom an important tool for business continuity, and a sense of connection with our stakeholders.

It is important that Polka responds to the restrictions in an agile way, and this may include use of Zoom as the most effective tool to continue conversations and interactions with children, young people and community members, and with staff who are categorised as vulnerable adults. Extra thought and appropriate procedures are in place to ensure the safeguarding of children and vulnerable adults whilst using Zoom as a tool for work at Polka Theatre.

* Meetings/workshops including children should only be hosted by Polka staff members who are Zoom Licenced Users and who hold an Enhanced DBS check.
* Meeting/workshop invitations should only be sent via email, and not posted on social networks or other websites.
* All meetings/workshops should need a password. If a participant manually enters the meeting/webinar ID, they will be prompted to enter the password.
* As with in-person workshops, there should always be more than one responsible adult in the meeting/workshop.
* Any meeting/workshop which includes children or vulnerable adults should not be recorded, except with the express consent of the parent or guardian of every child or vulnerable adult. This should be made clear to everyone taking part in the meeting, as other software or devices could be used by participants to record or screenshot the meeting.
* Zoom meetings/workshops are for group conversations with children and vulnerable adults. Zoom will not be used by Polka for a one-to-one conversation between an adult and a child, or for one adult to speak to a group of children.

**For Participants**

* A consent form should be acquired from a parent or guardian for a child to take part in a Zoom meeting/workshop. The form will include the following information:
  + Participants should consider what’s in the background of their frame – check there is no personal data visible, and choose a neutral background, ideally in a communal space in the home, with a parent or guardian sharing the space.
  + Recording and screenshots are not permitted.
  + The Host (Polka) are the only ones that can record the meeting, but this will not happen unless permission has been obtained. However, Polka cannot guarantee that other participants will not use other software or devices to record or screenshot.
  + Workshop Participants should be suitably dressed for a practical session.
  + ALL Participants are to join with their Video ON and sound on mute to allow the Host to verify participants.
  + An adult should be present at the start of workshops until all Participants have been verified.
  + The Participants video can be on if the parent or guardian agrees. This improves a sense of connection and balances the conversation between Host and Participants.
  + There will be times when the Host mutes the Participants to ensure as best a quality experience for everyone as possible.
  + All Participants are responsible for their own health and safety when taking part. Please keep hydrated throughout the workshop.
  + All Participants must take responsibility for their conduct during the online workshop. Any conduct deemed inappropriate or unsafe for other Participants will be removed from the class.

**For Meeting Hosts**

* For any meeting/workshop including children or vulnerable adults, the following should be set by the Host:
  + The ability for participants to message privately should be disabled.
  + The ability for participants to rename their display names should be disabled. First names only should be used as display names.
  + Screensharing should be disabled.
  + The Host will verify all participants as they enter the meeting by having them on video.
  + The Waiting Room function should be enabled (any new participant trying to enter the meeting is assessed by the Host).
  + The Host should Lock the meeting once all expected attendees are present.
  + The Host can mute/unmute participants throughout the session where appropriate.
  + The Host should know how to Remove Participant immediately.

Like many workplaces and educational environments, Polka is learning about the interface between Safeguarding best practice and video conferencing as we go.

*The Board of Trustees have agreed this update to Polka’s Safeguarding Policy*, but we understand this will need to come under regular review as we learn more about technologies, and the possible risks involved.

Created: 1st May 2020 Review date: monthly until further notice