

MCCC Safeguarding – Policy for Online Class Type Meetings for Children

(Last updated: 1/10/2020)

1. Enrolment and Data Protection:

Online classes for children are not public and so children must be enrolled by their parents or by themselves (only if they are over 13 years old) before the classes begin.

The parents/children over 13 years should be told that when they voluntarily return the completed enrolment form, their data will be used for the stated purposes. Forms should include the approved privacy statement to let individuals know the purpose for collecting and processing their data.

2. Zoom Meeting IDs and Passwords

Meeting IDs and passwords should not be publicised on the church website or other public social media forums. They can be distributed in closed social media groups that have adequate security protocols (e.g. WhatsApp or WeChat). Contact details given in the course of enrolment may also be used to disseminate the information by the person(s) appointed to do this. IDs and passwords should be periodically reviewed to maintain security.

3. Conducting Classes Online

There should be a minimum of 2 adults (1 teacher and 1 other) in each class. All adult members of the Teaching Team should hold Enhanced DBS certificates or be in the process of obtaining a certificate provided the other member of the Teaching Team holds an enhanced DBS certificate.

There should be no more than 15 children participant screens in each class to allow adequate and safe management. (This can ensure each child is in view throughout each session).

- Before the Zoom session begins, the following settings should be implemented:
 - a. Enable the use of Waiting Room for all sessions. A screen can be prepared to welcome the children and to remind of any instructions.
 - b. Disable Chat between children but allow Chat between the children and the teachers. If there are problems during the class individual participants can then

communicate privately with the teaching team and vice versa without disturbing the rest of the class.

c. Disable Screen Share for all participants except hosts. If necessary, Screen Share can be enabled for specific children during the lesson.

d. Disable the Annotation function except where the ability for all to draw on the same screen is required.

- During the Zoom session:

The Teaching Team must use the Side-by-Side/split screen function when Screen Share is in use to ensure all children can be seen at all times. If children still cannot be viewed simultaneously the Assistant Teacher must keep scrolling through the screens to ensure that all the children are safe and participating in the lesson. The Teaching Team must not share sensitive or inappropriate content.

The session must be recorded for safeguarding purposes from the moment the session is opened and not ended until all the participants have logged off and the session is finally closed. This includes recording any breakout rooms. The spotlight function must not be used as this will compromise the recording of the session. The recordings must be saved and the files sent to the Church Administration for archiving. Failure to do this constitutes a severe disciplinary offense. (For further details regarding recordings and saving and distribution of recordings see section 4. below.)

The Teaching Team should verify the identity of those joining by comparing names (from the enrolment name list of children/parents) before admission to the class. Should someone not be enrolled, they will not be admitted.

On joining the activity and throughout, all participants should have their videos on for easy identification and have their own name displayed in a form that can be read by each Teaching Team member.

If a child displays inappropriate behaviour (verbal, via chat or otherwise), the child should be given a warning (individually from the Teacher via Chat), then if persistently disruptive, the child should be removed to the waiting room for a period of 1-2 minutes. The Teacher must pause the lesson to explain what is happening to the child. If he/she still continues to disrupt, the child should be removed from the session and the parent(s) informed. The Teacher must pause the lesson again and explain what is happening to the child.

The Teaching Team should ensure all children are signed out/logged off before ending the session.

Roles of Senior Teacher and Assistant Teacher(s)

a. The Senior Teacher should:

- Conduct the lesson and have informed the team beforehand of the outline of the lesson
- Ensure recording of the lesson and Chats are passed to the Church Administrator as well as a copy of the register and any additional notes (see 4. below)
- Be responsible for disciplining any child (following procedures above) should the need arise

b. The Assistant Teacher should:

- Admit the children from the Waiting Room
- Take the register
- Keep vigilant throughout by scrolling through the screens to ensure that all the children are safe and participating in the lesson
- Assist the Senior Teacher in disciplining any child (following procedures above) should the need arise
- Give technical assistance as necessary (e.g. Screen Share of videos and power-points, recordings)

4. Safeguarding recordings

Video recordings of classes as well as chats of each class should be saved and then sent to the Church Administrator at admin@manchesterccc.org.uk. Teaching Teams will be instructed on how to do this. These recordings will be archived and retained on secure church servers for 20 years for safeguarding purposes.

Video recordings should be started manually and every Chat must be manually saved. The video recording and all Chat recordings should be sent to the Church Administrator. Video recordings should be started immediately the Zoom meeting is opened and only stopped just before the Zoom meeting is closed after all the children have left the meeting. The recording should be of the entire session without any gaps.

If a technical issue occurs which means that the recording is interrupted this should be noted and the note sent along with the recordings to admin@manchesterccc.org.uk. The note should include the time when the

technical issue started and the time when it was resolved and a brief description of the technical issue.

Recordings should be sent to the Church Administrator as soon as possible after the class, at any rate, not later than 7 days after the class.

After the recordings have been received by the Church Administrator all local copies of the recordings should be deleted (this includes Children's Dept./Sunday School OneDrive servers as well as personal devices).

The recordings should be reviewed as soon as possible after the lesson/class by the designated Safeguarding Officer(s) for that particular ministry/activity. The primary task is to ensure that the recordings are complete without unaccounted gaps. The secondary task is to note any behaviours of concern either by the Teaching Team or other adults or the children. This review should take place no later than 7 days after the lesson/class.

I. Primary task. Once the review is complete, the recordings, together with any additional notes, should be sent to the Church Administrator. Any concerns the reviewer has about the recordings should be also noted and communicated to the Church Administrator. The reviewer, as the Safeguarding Officer, should also detail what action they are taking over any concerns regarding the integrity of the recordings. The results of such actions should be reported to the Church Administrator. The Church Administrator may require further action to be taken.

II. Secondary task. Any wider concerns arising out of the initial review should be pursued by the Safeguarding Officer in accordance with the protocols specified elsewhere in the church's Safeguarding Policy.

The recordings are the church's primary safeguarding tool for online ministry to children. As such it is of the utmost importance that Teaching Teams and Safeguarding Officers pay particular attention to the integrity of the process. Breaches of any part of this protocol will be a serious disciplinary offence.

Recordings must not be published or shared with anyone outside of this protocol. In other words, after initial review, recordings are sent to the Church Administrator and all other copies must be deleted.

The church will keep the recordings for 20 years in case any historic enquiries arise.

The government guidance on safeguarding and remote education is found at:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

5. Instructions to Parents/Participants

- a. Parents/Participants should not give the log in details to anyone. Those wishing to join should enrol in an appropriate way.
- b. The child(ren) should access the lesson in a quiet room. Ideally, this will be a family room and not in a bedroom. But if using a bedroom is unavoidable parents/participants are advised to ensure no information which could lead to the identification of the child is visible in the camera shot.
- c. An appropriate adult should be in the same building should any incident take place (i.e. the child should not attend an online class on their own without letting others know). Depending on the age of the child an appropriate adult may be required to sit with the child during the lesson. Specific instructions will be given to relevant parents.
- d. The child and any accompanying adult, as well as any who may pass in the background, should be appropriately dressed (e.g. suitable for a physical classroom lesson).
- e. The child and accompanying adults must use appropriate language and behaviour. This extends to other adults/children even if they are not participating in the lesson but are just nearby or in the background. (We encourage verbal interaction in our classes, so participant devices should not be muted unless specifically requested by the teacher.)
- f. The child and any supporting adult must remain in full view of the video camera throughout the lesson except for breaks permitted by the teacher
- g. To enable the child to focus on the lesson more clearly, the speaker view function should be selected on the child's screen, then only the speaker will be seen (alongside any appropriate screen share) and not all the other participants.
- h. The entire lesson will be recorded and the recording held by the church. This is for safeguarding purposes and recordings will be reviewed to ensure the proper conduct of classes. Any incidents of concern may need to be reported to the appropriate authorities.