


# GREAT HORWOOD SILVER BAND

## Online Platform Guidance

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### Use of online platforms to run group and one-to-one sessions, and events

The following guidelines should be observed.

#### Sessions and activities run on online platforms, e.g. Zoom

- Only use approved band accounts for Zoom or other platforms, not personal accounts of committee members, staff or volunteers
- Ensure privacy settings are adjusted to protect both leaders and participants
- Ask participants to let you know in advance the names that they will be using to access the session. If someone enters the waiting room whose name you don't recognise, make sure that you check out who it is before admitting them; and report any unauthorised attempts to join a call to your band's Safeguarding/Welfare Officer
- Ensure that the registration/consent form signed by participants and/or parents specifies that the sessions will be run online, and that those involved are aware of the risks involved and who to talk to if they need to do so
- Any activities that are livestreamed need to be done with cameras off if they involve children or vulnerable adults
- Ground rules need to be agreed
- Deliver sessions from a neutral area; if it is from a person's home, use the blurred background function if possible. If not possible, ensure that there is nothing inappropriate in the background and no identifying information, and ask that participants do the same
- Remember that the child or adult at risk may not have any privacy during the session
- Avoid using the person's bedroom as a place from which they participate in the session, unless a parent is also present in the room
- Ensure that there are at least two adults present as session leaders – more if using break-out rooms
- Be aware of additional family pressures and pressures upon children and young people during the time of the pandemic and in its aftermath; take account of this when preparing and running the sessions.

See also the following for further advice and guidance:

<https://learning.nspcc.org.uk/safeguarding-child-protection/social-media-and-online-safety>

<https://www.saferinternet.org.uk/>