<u>Covid-19 use of Zoom for virtual education and learning for children and young people with SCI</u>

Context

From 16 March 2020 Back Up closed their office and postponed all face-to-face support in response to the Covid-19 health crisis. Courses for children and young people with spinal cord injury and the second yearly meet up in June 2020 for the Youth Advisory group have been postponed indefinitely.

Back Up are continuing to support children, young people and their parents and are adapting to the current situation in terms of the support provided. Back Up will be using the platform Zoom to provide learning workshops and development sessions in response to current circumstances.

This addendum of our Child Protection Policy gives details of the safeguarding arrangements and precautions during this response time of using Zoom.

Zoom usage

Requirements for a child or young person joining

- Must be 16 or older (unless attending with a parent/guardian). If younger and want to attend without parent joining, speak to Ella as if parental consent is completed and a parent is nearby to supervise then this will be accessed on an individual basis.
- If the young people in your group are under the age limit of the tool you want to use, then their parents or carers must set up the required accounts and remain nearby through the meeting.

Information for children, young people and parents

- Children may attend with video, if they choose, for engagement in the session
- Link to our Online safeguarding policy
- Link to our Child Protection Policy and this document
- Zoom privacy policy
- Written consent from parents (to include about being on video and highlighting that they do not need to create a Zoom account to access the session)
- Back Up are following NSPCC net-aware guidance for parents.
    - Encourage parents to look at the section about Zoom

Security measures to be taken

- The host should use the most up-to-date version of Zoom.
- The host should use neutral area where nothing personal or inappropriate can be seen or heard in the background
- Use a different password for each meeting using alphabetical and numerical characters.
- Use unique sign up link and password for each person who registers.
- Operate a waiting room this will allow the moderator to not admit anyone not recognised.
- Do not allow screen sharing.
- Lock the meeting.

- The host will ensure that participants do not write their name on display picture
- Mute attendees upon joining
- Do not publicise the link on social media
- Disable private messaging between attendees
- At least two adults (Back Up staff and/or DBS checked volunteer) will be present in any break our room

Steps to take if an incident occurs

- Close the chat immediately.
- Tell the parents that an incident has occurred.
- Report to the police locally if the incident involved criminal activity.
- Report to Ella or Charlie to log the incident and the team can provide support to any young people affected if required.
- Seek further advice from the NSPCC helpline if required.