

Introduction

This document sets out the Barber Institute's approach to online safeguarding for children, young people and vulnerable adults. It establishes a number of codes of practice, procedures and guidelines relevant to the Barber Institute's online activities, set within the wider policy of University of Birmingham (UoB). This document is relevant to any staff involved in the delivery and supervision of online activities. This document has been designed to provide staff with procedures and guidelines to ensure that they adhere to the Barber's and University's policy on the Safeguarding of Children and Young People. All staff should be aware of their responsibilities with regards to safeguarding and are asked to familiarise themselves with the following documents:

- [The Barber Institute of Fine Arts – Privacy and Safeguarding Policies](#)
- [Safeguarding Children and Young People within the University](#)

This policy has been written with specific reference to online activities and has been designed to supplement the above documents. Online activities include, but are not limited to, online platforms, instant messaging/chat, live videos/webinars and e-mentoring/teaching. This document is relevant to any staff involved in the planning, delivery and supervision of online activities and events.

The Barber Institute of Fine Arts recognises that staff will come into contact with children, young people and vulnerable adults through online learning and engagement activities. As a response to the Covid-19 pandemic, the subsequent building closure and the cancellation of all onsite L&E activity for the foreseeable future, online engagement has been foregrounded as a way to engage our audiences with the Barber, giving them a place of connection and community during this time.

The main programmes through which we will be organising online activity will be:

- Barber Home (for families, students and adults)
- Recovery Art
- Barber School Programme

Alongside this policy, additional external training courses will ensure staff are aware of safeguarding procedures and concerns and all staff will take internal UoB training such as GDPR procedure. These have included but are not limited to the following resources and advice signposted through [Arts Council England](#).

This policy and the procedures within it will be reviewed and updated if necessary but in any event every 12 months.

We acknowledge following procedures in order to follow best practice for online safeguarding.

Definitions

This policy refers to children, young people and vulnerable adults:

- Children are those under the age of 18.
- Where appropriate to make the distinction, young people are children aged 16 and 17 years.
- Vulnerable adults are those who are over the age of 18 who have the need of care or support. They maybe be experiencing, or are at risk of, abuse or neglect, and as a result of those needs are unable to protect themselves against the abuse or risk of it.

Risk Assessment

A risk assessment will be written for each project or programme's online events and activities. This will be approved by the Learning & Engagement Manager and shared with all members of staff involved with the activity.

Online Platforms

Any online activity will take place on platforms that are appropriate to the participants' age and that are approved and supported by the Barber. These platforms need to have the following features:

- ✓ Access to the platform is enabled only for the intended participants
- ✓ Personal information (including contact details and email addresses) is only accessible to those with the right permissions and is not publicly viewable.
- ✓ Staff are able to control participants' video and audio functions
- ✓ Staff are able to remove or reject people from the platform if necessary

Staff must also ensure that they comply with any safeguarding policies belonging to the platform.

Online Activity and Events

Prior to running an event or live session facilitators (staff and artist partner) will be required to complete the following checklist:

- ✓ Familiarise yourself with the safeguarding policies and documents

- ✓ Familiarise yourself with the privacy settings and how to report offensive or abusive behaviour. This is detailed in the current Barber Safeguarding Policy, pg. 11.
- ✓ Ensure that you have read and understood the reporting procedure.
- ✓ Ensure that you have enough staff to support the event. At least two members of staff should be present to supervise activity. It is recommended that at least one of these have a DBS check. It is recommended that one member of staff presents whilst the other acts as a facilitator to host the meetings and monitor messages on the platform.
- ✓ If you are using an external contributor ensure that you have received an appropriate risk assessment.
- ✓ Make sure you are using an institutional account (not a personal account)
- ✓ Ensure that all staff supervising the activity are familiar with the platform and understand how participants will be using it.
- ✓ If you are planning to publish a recording of the event you should ensure that have a signed media consent form for anyone identifiable in the recording.
- ✓ Sessions should be well planned to avoid deviating from the topics stated.
- ✓ Define a clear time and space for the event to take place. (e.g. participants should only be able to contact the speakers/contributors and vice versa during the webinar on the agreed platform)
- ✓ If you are running an event that requires participants to use their microphone or camera or involves under-16s participants a Code of Conduct must be signed by the participants ahead of the event.

You should also ensure that the participants:

- ✓ Do not respond to contact requests from people they do not know.

- ✓ Understand who they should contact if they hear anything upsetting or inappropriate.
- ✓ Understand the benefits and risks of online sessions and are clear of the purpose for this particular activity.

During the event:

- ✓ Ensure that the session is taking place in a neutral area where nothing personal can be seen and there is nothing inappropriate in the background.
- ✓ Staff ensure they are wearing appropriate and professional clothing.
- ✓ Ensure that appropriate precautions are taken to ensure privacy and confidentiality.
- ✓ If working from home do all that is reasonably possible to ensure that family members cannot view participants or overhear conversation.
- ✓ If not automatically implemented, all attendees should be asked to have their microphone and video off at the start of the session and a session introduction will set out how the session will run.
- ✓ The event facilitator should remind participants how to keep themselves safe and outline the ground rules.
- ✓ Participants should also be reminded to not take photographs of the screen or share any images of the online session.
- ✓ If staff share their screens at any point they must ensure that there is nothing inappropriate on the screens/internet pages/browser history and that all pop-ups or notifications of incoming emails etc are disabled during any activity where your screen is or may be visible to participants.
- ✓ If a participant raises a safeguarding concern, or if a member of staff is concerned about a participant, the procedures outlined in the Barber's safeguarding policy should be followed.

- ✓ Supervising staff should monitor interactions (verbal and live chats) to check it is appropriate and relevant and deal with any incidents immediately should they arise. Those under the age of 18 should not have private chats between themselves on e.g. Zoom calls.
- ✓ Difficult, challenging or inappropriate behaviour and comments should be dealt with immediately. This may involve muting or removing a participant from the event.
- ✓ Staff should not be in a private video call 1-2-1 with a participant. If this happens by accident (someone else loses signal etc) they should immediate come out of the breakout room and end the session.

The use of Social Media Platforms

The following section refers to the use of social media platforms to engage with children, young people and vulnerable adults:

- ✓ All Facebook groups /events must only be created through the Barber account.
- ✓ Staff should not send private or direct messages on social platforms to students attending activities, and should not ask for personal details. All communication should be kept open to the group/feed. Messages that require an individual response should be contacted by other means (i.e. the Learning and Engagement email).
- ✓ Posts and comments on social media platforms are moderated by Barber staff and any inappropriate content is removed.
- ✓ Staff should not ‘friend’ or follow individual members on social media –all interaction should be kept at group level.
- ✓ If staff post pictures to a group, then they should make sure they have a signed media consent form and the permission of anyone identifiable in the photos
- ✓ Many social networks set privacy relatively low as a default. This means that in order to maintain a professional presence and protect themselves, staff may need to edit their privacy settings within their social profiles.

- ✓ Staff may want to consider setting up separate social media profiles to use for work. This will separate their work and personal online presence and maintain professional relationships with the people they are engaging with online. A professional profile will allow staff to create groups and social communities without members being able to view their personal activity.

- ✓ Staff should not communicate with young people outside of 'normal' office hours, apart from when they are participating in activities with us where we have the duty of care. If a staff member picks up an email or communication from a child at another time via their professional email or other account, then the response should be one of any other responsible adult signposting them to wherever we think they should seek support (eg friend, family, GP etc). It would not usually be necessary to invoke the institutional critical incident procedure as the individual would not be under our care at that time. When back in the office it may be appropriate for us to contact the student's school to flag concern.

DBS – Disclosure and Barring Service

All staff responsible for delivery of online events should have an enhanced DBS check. Staff DBS checks are carried out every 3 years. A database of DBS clearances and safeguarding training attendance is kept by UoB HR. For staff outside of the Barber's L&E team, DBS eligibility and requirement should be considered on a case by case basis. Official eligibility guidance states that in order to carry out a DBS check on someone working with young people in an online space they must meet the following criteria:

Individuals who monitor the content of internet-based services aimed wholly or mainly for use by children on more than 3 days in a 30 day period. They must also:

- be able to access and remove content or prevent it from being published
- control who uses the service
- have contact with the children using the service

Safeguarding Reporting Structure

The current safeguarding reporting structure and key contacts are detailed in the current safeguarding policy. <http://barber.org.uk/our-policies/>

The reporting procedure is on pg 11.

Contacts

The Barber's Designated Safeguarding contact is the Learning & Engagement Manager, Flora Kay.

The University's senior Child Safeguarding Officer is Carolyn Pike, Director of Legal Services.

College Child Protection officer for the College of Arts and Law, including the Barber Institute, is Helen Murray.

Further information and resources

HR contact for University of Birmingham (College of Arts and Law): Karen Martin
HR Business Partner k.a.martin@bham.ac.uk 0121 414 3848

Public Concern at Work Helpline: 020 7404 6609

NSPCC Whistle blowing advice line: 0800028 0285

The Government guidance for DBS eligibility can be found here:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

A Government overview of the Disclosure and Barring service can be found here:

<https://www.gov.uk/disclosure-barring-service-check/overview>

The Government definition of regulated activity for children and adults can be found here:

<https://www.gov.uk/government/publications/dbs-regulated-activity>

The Government definition of Regulated activity for adults and children can be found here:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

and here for adults:<https://www.gov.uk/government/publications/new-disclosure-and-barring-services> and here for children: <http://www.>