Online Delivery

Safeguarding Guidance and Policy: Staff and Trainers

Please adhere to Cloughjordan Circus Club's current safeguarding procedures but note the following:

1. Two member of staff must be present in the virtual room at all times (regardless of numbers).

2. The second staff member can act as a co-host to monitor group chats, mute participant mics, record attendance, manage polls etc. where applicable.

3. Ensure the space is private, participants are not to share meeting codes etc with others outside relevant group members.

4. There must be a clear plan in place to shut the call down immediately should the call be hacked.

5. Turn off comments to ensure participants cannot privately message each other on the call.

6. Note that participants don't need to sign up for an account (zoom), they can get access by clicking the link sent by the host.

7. Be mindful of appropriate backgrounds, desktop screens and open tabs (if sharing screen).

8. If a disclosure is made during your session please refer to current safeguarding procedures.

9. Staff/trainers must be the last person to leave the meeting to ensure participants don't continue to communicate when the session is over and cancel and delete the meeting code where appropriate.

10. Permission must be obtained from a parent or guardian if participants are under 18 years old

Rules of Engagement for Participants – Zoom Classes

1. At the start of every class, the trainer will read out the rules of engagement. We will ask everyone to introduce themselves – **name** and **where** they are.
2. If necessary, trainers may request participants to mute to ensure participants can hear and concentrate during the class.
3. Participants will be encouraged to keep their video cameras on at all times during the session for visibility and to show attendance
4. CCC classes will be a **positive online space**. If the chat is becoming negative or disruptive, the trainers will be responsible for managing the space.
5. Please do not swear or use rude language.
6. This is a **safe space for each young person**. Please do not share anything discussed within the group unless the relevant person gives you permission to do so.
7. In order to celebrate the classes CCC may **share clips/stills from this session** online. If you do not wish to be included, please notify a member of the team.

Relevant Resources:

Zoom guidelines https://maesyllan-pri.wrexham.sch.uk/zoom-guide-for-parents-carers/

Zoom 101 https://www.youtube.com/watch?v=qsy2Ph6kSf8

Zoom meeting controls https://www.youtube.com/watch?v=ygZ96J_z4AY

Zoom manage participants https://www.youtube.com/watch?v=ozJS9bvdVp8

Google Meet for Virtual Learning

https://www.youtube.com/watch?v=rcptV3cgLdg&t=118s