English For All

Safeguarding Online Policy

Purpose and Aim of the Policy Statement

This policy statement relates to English For All's work online and via virtual meeting platforms such as Zoom. This statement therefore reaffirms English For All's commitment to upholding the highest standards of safeguarding and outlines the measures English For All will take, and the behaviours English For All staff and volunteers should adopt to ensure the safety and protection of all those with whom they work.

Scope of the Policy Statement

This policy applies to the protection of staff, volunteers and all those English For All engage with online.

The development of an online safeguarding policy is a result of the expansion of online and virtual activities by English For All in response to the Covid 19 pandemic.

This policy expands on, and is in addition to, the general protection and safeguarding policies and procedures of English For All which relate to in-person and other forms of contact - such as email and telephone. This policy includes, but is not limited to, contact via social media, messaging and chat applications.

English For All's Policy Statement and Commitments

English For All believes that everybody has the responsibility to promote the welfare and safety of vulnerable adults and children and that everyone, regardless of age, disability, race, religion or belief, sex or sexual orientation and gender reassignment have the right to safety, protection and respect.

English For All also recognises that people from sanctuary-seeking backgrounds are often particularly vulnerable, including many with whom English For All works, and that additional considerations should be taken to ensure that safeguarding measures comprehensively guarantee their protection.

Types of Online Activity
Non-interactive Livestreaming

This refers to streaming of video or webinars (both live or otherwise).

The necessary safeguarding policies and practices are:
- Content must be appropriate for and sensitive to the participants' age group and backgrounds.
- The activity must be able to restrict the audience to just the intended participants.
- Participants' personal information (i.e. contact information) must not be visible to others accessing the content.

English For All

Interactive Livestreaming
This refers to live streaming videos, webinars, facilitated conversations and meetings held by English For All.

The necessary safeguarding policies and practices are:
- The event should be held via an official English For All Zoom account. The waiting room should be enabled to allow staff to accept only those names they recognise and/or have registered to attend.
- There should always be a minimum of two members of staff/volunteers present to support the class or event.
- English For All should monitor interactions that take place via website, chat or social media and respond to any moderation requests as a matter of priority.
- Challenging behaviour or inappropriate comments should be dealt with immediately. The host has the right to terminate the user's participation in the session by removing the offender from the platform.
- When Zoom sessions/events are to be recorded, this will be made clear prior to recording, to allow participants to turn their video off should they wish. The recording will not be used for any other purpose or passed on to anyone else without permission.
- It should be made clear that participants should not take photos/recordings of the session themselves.
- English For All should make clear to participants who they should contact if they hear/see anything upsetting or inappropriate.

- **Minors**

  Minors may accompany their parents/carers.

- **Safe space**

  English For All provides a safe online environment for people to learn and to interact with others. We ask that participants are respectful and supportive of one another.

- **Ethics of storytelling or disclosing personal information**

  When individuals share stories, we invite participants to ask questions that are exploratory, non-judgemental, and kind in nature.
  Where information/stories are shared with outside bodies, it is anonymised.

English For All

Where the information is shared for the purpose of supportive interventions involving other organisations (such as referrals) it will only be done so if permission has been obtained from the individual/s concerned.

Staying safe online

The teachers have DBS clearance.

Trustees to monitor our position and responsibilities as our programmes, such as the volunteer training, develop.

Instant Messaging Platforms
This refers to group communication with those outside the staff of English For All via instant messaging applications like WhatsApp,

The necessary safeguarding policies and practices are:
- Group communication via instant messaging applications will only be used when considered reasonably necessary and in recognition of the ease of access for participants.
- Participants to the group will self-join by clicking on a link sent by an English For All staff member. This link will be sent with a description of the group and a notice that by joining the group, participants' phone number will be shared with others in the group and by joining they consent to this and that they should not share the link with anyone else. The notice will also include mention that by joining the group participants confirm that all content/messages they send will respect the values of English For All and that in the case of content deemed inappropriate being shared they may be requested to delete it and/or be removed from the group.
- An English For All staff member/volunteer will moderate the group for any inappropriate messages/content and respond accordingly.

This is a draft policy to be ratified at the next AGM.