

E-Safeguarding Guidance

Stay Safe Online

RELOAD NORTHANTS - VIRTUALLY

As many of our sessions are available online, we would like to outline our terms of agreement.

By signing up, registering and attending these sessions you are agreeing to the following;

DO:

- Make sure the name of your profile is the young person's **first name only**
- Use age appropriate language at all times
- Remove any personal items that you may not wish to be seen in the background of the video
- Check that we cannot hear others in your household talking within the session
- Follow the instructor's guidance regarding using the chat function
- Only use your cameras and microphones if you feel comfortable to do so
- Participants will be polite and respectful when communicating with other people on the internet
- Use strong passwords
- Younger children should have an adult present with them at all times

DON'T:

- Pass any meeting IDs to friends or family
- Record or take photographs of any classes yourself. You are strictly prohibited from recording or taking photographs of the screen in any online classes. This is for the safety of participants.
- Share any personal information over the internet, including your surname or log-in details

PLEASE NOTE:

(1) No confidential conversations should occur during these sessions.

(2) Staff have the right to remove any participant from the session if their behaviour is disruptive or inappropriate, a total of two verbal warnings will be given then the third will be removal from the session.

(3) Participants will report any concerns they have regarding their online provision to HAFNorthamptonshire@ssgservices.co.uk in order to help protect themselves and others.