

The Spark Arts for Children Online Safety Policy



1. The Purpose and Scope of this Policy

The Spark Arts for Children presents an annual festival of performance and visual arts for children aged 0-13, and offers a range of arts and educational activities and performances throughout the year.

The purpose of this policy is

- To protect children and young people who receive The Spark's services.
- To provide parents, staff and volunteers with guidelines to work safely when working online and communicating via digital channels.
- *Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use our online devices.*

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and temporary workers, freelance artists, students or anyone working on behalf of The Spark Arts for Children (The Spark).

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using The Spark's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- appointing an online safety coordinator {The Spark's Designated Safety Lead}
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- Ensure live events and interactions have a Spark staff member as moderator
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others

- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

2. Related policies and procedures

This policy should be read alongside our policies and procedures on

- Procedures for responding to concerns about a child or young person’s wellbeing
- Dealing with allegations of abuse against a child or young person
- Role of the Designated Safeguarding Lead
- Managing allegations against staff and volunteers
- Photography and image sharing guidance
- Child Protection records retention and storage policy
- **Code of Conduct for staff and volunteers**
- **Notices to attendees at online live events [Appendix 1]**
- **Online Safety Agreement with Child [Appendix 2] Under Development**

Agreed by the Trustees 21 January 2021, for review in April 2021

The Spark Arts for Children Online Safety Procedures

The following procedures and codes of conduct have been put in place.

3. **Communications via Digital Platform:**

- All contact and/or communication with young people throughout projects will be carried out through their teacher or responsible adult (parent/carer/guardian). Their teacher or responsible adult will be our direct point of contact throughout the engagement with the class or individual child.
- The Spark staff or freelance Workshop Leaders will only gather necessary and essential personal information about the young person in relation to the creation of any project work. This data will be stored in accordance with The Spark's Data Protection Policy.
- All staff will have read and agree The Spark's Code of conduct.

4. **Communication via Email**

- Email communication with participants should be via teacher or responsible adult and will be done via a company email account only.
- Only The Spark's core staff, or specific key staff or workshop leaders who are named and are employed to work directly with the project, will contact participants via email.
- If direct email contact with a participant is unavoidable, always add another member of The Spark's staff to the conversation.

5. **Storage of Personal Information**

- Any audio, film or photography will be securely stored for the duration of the project. Please see Photography and Film Guidelines in the Safeguarding Procedures for more detail.
- Only The Spark's core staff or named project staff will have direct access to the information.
- The final copy of audio, edited film or photography will be kept securely by The Spark, and will not be distributed or shared without permission.
- Where a project is developing a script from the project by gathering audio content, personal audio files will be destroyed upon completion of the development of the script or completion of the development phase.

6. **Project work involving the use of the Internet for education and personal development**

This includes social media platforms, games and apps. We aim to support children and young people in making use of these in our work. However, we recognise that safeguards need to be in place to ensure children are kept safe at all times.

- Any project work involving internet access will be risk assessed and be age-appropriate.
- A Young Persons' agreement will be set up for each project. (See Appendix 2)
- The Teacher or responsible adult will be asked to read and discuss the agreement with the child and ask them to sign and return to The Spark.
- The Teacher/responsible adult will return the forms to The Spark, and will report any concerns or questions to be reviewed.

7. Online Code of Conduct for Digital Delivery

Guidelines for The Spark's Staff and Freelance Workshop Leaders delivering content from home or other remote locations digitally

- The staff member or artist should deliver the session from a quiet space where they will not be interrupted or overheard by others.
- The Staff member or artist should be clearly identifiable as Spark staff either wearing a branded T-Shirt or by labelling on screen: "Name" [Spark]
- The staff member or artist delivering the session should have a neutral background which does not reference their 'personal space', e.g. a bed in view, bottles of alcohol or cigarettes in view etc.
- The staff member or artist leading should make sure they have a stable, reliable internet connection and if not, make The Spark aware of this.
- Reporting a concern or allegation should be dealt with in the same manner as when working in-person. Please refer to The Spark's Child Protection policy for further information and guidance

8. Online School Digital Delivery

Guidelines for The Spark's Staff and Freelance Workshop Leaders delivering content digitally to a specified school class.

- The Spark's staff, freelancers and school staff should be the only adults present in digital platform sessions.
- The Spark will always take lead from the school's policies that are in place and not breach these.
- Participating schools should be responsible for setting up the video call and invite The Spark's staff member or Workshop Leader to be part of this.
- Participating schools are responsible for ensuring children have parental consent to take part in online sessions and for explaining what their participation might involve (e.g. contribution in comments)
- The Workshop Leaders should have discussed the content of the workshop in advance with the teacher.
- If any concerns are raised by the teacher involved, these should be brought to the project lead at The Spark as soon as possible.

9. Live Event Streaming

Guidelines for Livestream events e.g. webinars to multiple schools or live performances to families in the home.

- The Spark's livestream event should be hosted from a Spark company account and not a personal account. Invited guests / performers may join from a personal account.
- Livestream event should only include the people specifically invited or who have registered for the event. We will issue a log in and password.
- For public events in schools, guidelines (see below) will be issued
- For public events to families guidelines will be issued on booking to the adult, and a pre event introduction will include a safety briefing. [Appendix 1]
- The Spark will indicate clearly how the stream will be used in the future. (Will it be recorded for archive purposes and will it be broadcast as a recorded event?)
- Be sensitive to the needs of individual children, for example those who may be sensitive to particular topics or issues that may arise during the livestream.
- Make sure the platform you're using is accessible to d/Deaf and disabled children. For example, you could use screen readers or subtitling. Also consider other languages and interpretation specific to the project.

10. School recommendations for joining a livestream or digital workshop

The following recommendations should be sent to schools, if children are joining a livestream hosted by The Spark, where they will be able to participate through posting audio, written comments or liking and sharing the stream.

- Teacher's should familiarise themselves with the type of content to be used in the stream and check it's appropriate and relevant.
- Even if a participating child can't be seen in the stream there may still be identifying information such as their name, email address or a link to their social media account. Never reveal the full identity of individual participants and keep any identifying information private. Be particularly sensitive to the needs of those who may have child protection concerns.
- Familiarise yourself with the privacy settings of the platform you're using and how to report any offensive or abusive content.
- If children are participating in the livestream, make sure the activity is observed by appropriate adults.

Before any livestream, remind children of the following, whether they are watching or participating.

- Live streaming is live, in real time. Any comments children make will be seen by others, and they may not be able to delete or edit what's been said. It can become part of their digital footprint.
- Children shouldn't share any personal information during a livestream. Remind them what personal information is and not to respond to contact requests from people they don't know.
- Some livestreams request donations from the audience. Explain to children and young people that they don't have to contribute.
- Make sure they know who to tell if they see or hear anything upsetting or inappropriate.

11. Public Event Live Streaming Guidelines

- The Spark's family-focused events are intended for parents and/or guardians and children to attend together.
- Participants should not use their full name or that of their child.
- At most events, participants will be muted. If invited to speak they should be asked to keep microphone on mute until it is their turn and mute again afterwards.
- Participants should keep their camera off unless told otherwise. When asked to join with their camera live, participants should be aware to use or ensure their surroundings are free of any images that are inappropriate for children or insensitive.
- Participants should not use their phone or tablet to record or take any screenshots of this session.
- Sessions should only be recorded with permission from all participants and with valid artistic or contractual reasons to do so. Participants should be clearly informed what the recordings will be used for and how long they will be kept.
- A Spark staff member should attend all live streamed events, in addition to the person running the session to monitor and action inappropriate chat or other behaviours.
- Please be aware that if there are concerns related to a child's or parent's well-being our usual safeguarding responsibilities will still apply.

APPENDIX 1 LIVE EVENT AUDIENCE MESSAGES

APPENDIX 2 ONLINE SAFETY AGREEMENT WITH CHILD [UNDER DEVELOPMENT]

APPENDIX 1 - LIVE EVENT AUDIENCE MESSAGES

LIVE EVENT STREAMING [PUBLIC]

For events streamed as concerts with audience cameras and mics off.
To be issued to participants on booking and before the start of sessions.

Please Do...

- Find the best place in your home for Wifi signal
- Be respectful of everyone in this session when using the chat.
- Let other people in your household know you are attending a live event

Please Do Not...

- Use your full name or that of your child. First names are fine.
- Leave any under 18s by themselves. Children and young people must be accompanied by an adult at all times.
- use your phone or tablet to record or take any screenshots of this session. The session will not be recorded by the host unless all participants consent.

LIVE EVENT WORKSHOPS [PUBLIC]

For events streamed as workshops with audience cameras and mics on.
To be issued to participants on booking and before the start of sessions.

Please Do...

- Find the best place in your home for Wifi signal
- Make sure there is nothing in sight of your camera that you don't want strangers to see!
- Let other people in your household know you are attending a live event
- Wear appropriate clothing!
- Mute your microphone when you are not talking – our Zoom Stage Manager will be on hand to help with this
- Follow the instructions given to you by your hosts
- Keep your camera on unless told otherwise, or you need the camera switched off due to your access requirements.
- Be respectful of everyone in this session.

Please Do Not...

- Use your full name or that of your child.
- Leave any under 18s in the zoom window by themselves. Children and young people must be accompanied by an adult at all times.
- use your phone or tablet to record or take any screenshots of this session. The session will not be recorded by the host unless all participants consent.

Please be aware that if there are concerns related to a child's or parent's well-being our usual safeguarding responsibilities will still apply.

Online Safety Agreement

The Spark Arts for Children understands the importance of children and young people being able to use the internet for education and learning. This includes ways of writing, reading, what they watch, games and apps.

We want to support children and young people use the internet within our work. However, we also know that we need to put rules in place to make sure children are always kept safe.

This rules in this letter are part of our bigger set of rules about of how people should behaviour when using the internet for The Spark Arts for Children, this includes children and young people, our staff and volunteers.

If you would like to know more about these, please speak to [\[add name/job title\]](#).

What we need you to do

Young person:

Please read the following rules and speak with your parents/carers and group leader about them.

Parents/carers:

Please read the following rules and speak with your child about them and then:

- Sign the letter
- Ask your child to sign the letter
- Return it to the group leader.

Young person: please read the following agreement and discuss it with your parents/carers and group leader.

Parents/carers: please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to the group leader.

If you have any questions or want to talk about it in more detail then please speak to [\[add name/job title\]](#).

Online Safety Agreement

PROJECT:

Young Person’s Agreement

- I will be responsible for my behaviour when using the internet, including, ways of writing, reading, what I watch, games and apps. This includes the information I look at and the words I use.
- I will not look at, download or upload anything on purpose that could be thought of as offensive or illegal. If I accidentally (without planning to) come across anything like this then I will report it straight away to my teacher or the Workshop Leader.
- I will not send anyone anything that could be thought of as threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not show my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or Teacher and meet them along with a trusted adult.
- If I am worried or upset about anything I see on the internet or any messages that I receive, I know I can talk to [name].
- I know that when I use the internet during my project with The Spark Arts for Children it will be watched, supervised and logged and can be made available to the Teacher / Workshop Leader.
- I understand that these rules are in place to keep me safe and that if I choose not to follow them, The Spark Arts for Children may contact my parents/carers.

Signatures:

We have discussed this online safety agreement and [child’s name] agrees to follow the rules set out above.

Parent/carer signature.....Date

Young person’s signature Date

Please return to [name] when signed