



# FINDING VOICES

BUILD CONFIDENCE IN SPEAKING. FOR LIFE.

## FINDING VOICES: ONLINE SAFETY GUIDANCE

**To ensure the safety of your child(ren) during online classes and exams, please adhere to the following guidance:**

- Access the learning platform through a parent/guardian's account unless the student meets the age restrictions for the platform (normally 16 years or older).
- Try to ensure that all other apps/ windows on the device used are closed prior to joining online.
- Ensure an appropriate adult (Parent/Guardian) is available to provide any technical support where needed.
- Ensure all members of the household, including the Learner, are aware that the lesson/assessment is taking place and must use appropriate language and behaviour when nearby or in the background.
- Ensure that the lesson/assessment is taking place in a suitable communal environment (ideally not a bedroom) and that all regulations are adhered to.
- Ensure that learners and all household members will be appropriately dressed (fully dressed in clothing that covers the top and bottom half of the body).
- Do not give out any personal information online (intentionally or unintentionally), such as my name, phone number, address, or passwords.
- Ensure that no personal information is in sight when on screen that could identify the child. eg. photos or school uniform.
- Ensure your child leaves the meeting when prompted by the teacher/examiner and 'sign out' of the platform/tool before turning off any devices.
- Ensure your child does not try to contact the teacher or any other adult using these online tools outside of the prearranged meeting. Please contact them on the pre-approved email/phone number.
- Please warn your child to not send anyone material that could be considered threatening, bullying, offensive or illegal
- Please warn your child to not arrange a face-to-face meeting with someone met online unless discussed with parents/guardians (and/or teacher) and accompanied by a trusted adult.

**In order to protect young people, we will:**

- Ensure that all necessary staff will have a DBS check in place
- Not collect additional personal information during the lesson/assessment (except for recording the ID type shown to verify the Learner's ID if aged 16 or over for LAMDA exams).
- Ensure that meetings and information relating to lessons/assessments will be sent from an authorised account.
- Not contact you outside of the pre-agreed meeting using these online tools. If we do contact you, it will be through our normal contact procedures.
- Ask permission before recording sessions
- Use appropriate language and behaviour throughout the video call.
- Ensure staff are in a communal living space throughout the call. All members of their household will use appropriate language and behaviour throughout the call.

**Other things to consider when using social media platforms, games and apps:**

- Setting up a family email address.
- Looking at privacy settings and checking that the password is strong enough.

**Tips from the NSPCC website for talking to your child about online safety:**

- reassure them that you're interested in their life, offline and online. Recognise that they'll be using the internet to research homework as well talking to their friends.
- ask your child to show you what they enjoy doing online or apps they're using so you can understand them.
- be positive but also open about anything you're worried about. You could say "I think this site's really good" or "I'm a little worried about things I've seen here."
- ask them if they're worried about anything and let them know they can come to you.
- ask them about their friends online and how they know they are who they say they are.
- listen for the reasons why your child wants to use apps or site you don't think are suitable, so you can talk about these together.
- ask your child what they think is okay for children of different ages, so they feel involved in the decision making.
- ask them if they know where to go for help, where to find the safety advice, privacy settings and how to report or block on the services they use.
  
- Childline/IWF Report Remove is a free tool that allows children to report nude or sexual images and/or videos of themselves that they think might have been shared online

For more information on how we collect and process your personal data through your use of our website [www.findingvoices.co.uk](http://www.findingvoices.co.uk), please see our Finding Voices Website Privacy notice.