

Policies and Procedures

Online Learning Activities

Safeguarding Policy

We will be using Zoom video conferencing as platform to host learning and engagement activities at the Museum. In order to ensure the safety of participants during our online learning activities, we will ensure that:

- All meetings are password protected. Participants will be asked not to give the link or password out to anyone else.
- Each meeting has a new meeting ID and password in order to further minimise the risk of links being shared.
- The waiting room is activated so that we can check the identity of each participant as they enter the meeting.
- Participants will be asked to keep their videos **on** during the sessions in order for us to be able to identify them throughout. Other family members are welcome to be present during the sessions, but we will ask in advance who participating members of the household might be.
- Meetings will never be recorded by us. Participants are asked not to record or take screenshots of any part of the session. If Jane Austen's House staff/freelancers would like to take a photo (e.g. of artwork produced during the online session), they will ask participants before taking the photo and ask participants to ensure that their faces are out of shot/check if we have photo consent for the participant. Names will be removed if photos are reproduced.
- A member of Jane Austen's House staff will host the meeting and be present to manage the room and take responsibility for safeguarding. This person will not be facilitating the session.
- We request that the 'chat' function is only used with the 'reply to everyone' option. This is in order to keep everyone safe and to make sure that conversations are positive and constructive. Participants may use the chat function to message the

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group facilitators and members of Jane Austen's House staff individually if they are having technical difficulties or need support. A Jane Austen's House staff member will contact parents/guardians of any participant not adhering to these guidelines. If necessary, the function to reply to individuals will be removed and we will ask participants to instead email the facilitators if they need help or support.

- Wherever possible during the meeting, only the host will be allowed to share their screen. When screen sharing will support learning during the session it will be enabled, but we request that the 'share screen' function is only used when the facilitator invites participants to do this.
- We ask participants and facilitators to find a quiet space where they won't be disturbed and to keep personal items in the background to a minimum (e.g. personal photos). This is to protect privacy and to ensure there are minimal distractions to the smooth running of the session.
- We ask participants and facilitators to dress and act appropriately (i.e. wearing appropriate day-time clothing and ensuring that they are in a space in the house that is suitable for online group learning. We discourage being seated in bed, for example.)
- Consent from parents is sought in advance of the sessions, Jane Austen's House staff ask parents to ensure that safeguarding expectations have been shared and discussed with all participants. Emergency contact details will be recorded as usual should we need to get in contact with a parent or guardian.
- We encourage participants to keep the door open to the room that they are in, with a parent or guardian present nearby (either in the room or within earshot).

Contact details

Online safety co-ordinator

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Senior lead for safeguarding and child protection

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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 3rd February 2021

Signed: Lizzie Dunford (Director)