

Guidance for Participating in Online Spaces with Children, Junior Youth and Youth under 18 years of age

With the current use of online spaces for activities involving children, junior youth and youth under the age of 18, it is hoped that the following guidance will be helpful for those teaching, animating and tutoring such activities within local communities.

- **Code of Conduct:** Have a Code of Conduct for your activities and translate the code into what it would look like when participating in online groups or interactions, for example respectful modes of behaviour and speech, appropriate physical presentation such as clothing, venue, environment and times. An example: *'Please show respect for others in the class or group by dressing as you would for an actual class, and ready to give the class or group your full attention.'*
- **DBS:** For all online activities involving under 18's, two DBS checked people (with their names on the list of Accredited Children's Tutors) must be present. A 16-17 year old DBS checked teacher/ animator must be accompanied by a DBS checked adult (over 18 years old).
- **Consent:** Obtain written consent from the parents or legal guardians for under 18's to be involved in the online activities.
- **Parental responsibility:** During online activities, parents or legal guardians are responsible for the well-being and safety of all participating family members under 18 years of age.
- **Cameras & neutral background:** During children's classes, junior youth groups and study circles with young youth, it is necessary for all the animators, teachers and tutors to keep their cameras on. They and all participating under 18's need to be alert to the background so that it doesn't show anything that ought to be private.
- **Communication:** Encourage all the children, junior youth and youth under 18 to keep their camera on for the duration of the session as this will help with better communication, and to respectfully follow their teacher's or animator's or tutor's recommendations concerning muting and un-muting their device. However, it may be necessary to mute and perhaps turn off camera briefly, for instance if a family member interrupts.
- **Images:** Photographs and video recordings of online activities and the shared screen are not to be taken by anyone in case there are objections from individuals to their photograph being taken.
- **Concerns:** If there are any concerns about a child because a teacher/animator/tutor sees or hears something worrying during an online session or a child discloses abuse during a phone call or via email, please contact the Office for Safeguarding Children at osc@bahai.org.uk
- **Safeguarding Policies:** Please download the policies 'Responding to Allegations of Abuse', 'Keeping Children Safe' and 'A General Guide to Safeguarding Children' and other safeguarding policies from Bahá'í Resources at <https://bahaidata.com/welcome/safeguarding/>

Zoom: If using Zoom for video conferencing, helpful guidance: 'Tips and tricks for Teachers Educating on Zoom', can be found at <https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf> (you may need to copy and paste the web address into your browser).'