



Guidelines for using video conference calling with young people under 18 years old.

This policy has been developed to set out guidelines to help protect young people as they engage in video conference calling.

What YOUNG PEOPLE must do:

- Have permission to take part in video conferencing with Youth Link staff and volunteers from a parent/guardian, this will occur by:
 - Parents passing the link to their young person
 - Written consent to participate on an annual basis
- Be willing to be an active participant within the activities.
- Be appropriately dressed (E.G. in a way you would attend a session in the centre) to take part in any online sessions/activities.
- Where possible, try to join the call from a common area of the house e.g. Kitchen Table.
- Inform all others in the house that you are commencing a video call.
- Be respectful and mindful of those around you.

What YOUNG PEOPLE must not do:

- Be abusive to staff or other members participating.
- Disrupt any of the sessions.
- Invite your friends without permission from the facilitator.

What YOUTH LEADERS will do:

- Ensure all sessions are hosted by at least 2 staff/volunteers.
- Where possible, sessions will include a male & female member.
- Sessions will only start and will end, when the youth leader host activates, supervises and then terminates the session.
- Only permit those with consent to attend.
- Exclude any young person who are not fulfilling their commitment as laid out above.
- Record and report on any Safeguarding concerns in the same way they would with any youth work session.
- Be appropriately dressed (E.G. in a way you would attend a session in the centre) to take part in any online sessions/activities.
- Where possible, try to join the call from a common area of the house e.g. Kitchen Table.
- Inform all others in the house that you are commencing a video call.
- Be respectful and mindful of those around you.

One to One support.

In the event that a young person needs one to one support, like Mentoring or Personal Advice, Youth Link staff will either;

- Ensure a video and audio recording of the call is made.
- Provide an observer, who will supervise the call live, with audio and video, but will not be a contributor to the conversation.

All participants of the call will be made fully aware of this in advance and reminded of this again at the start and end of the conversation.

Recordings of calls will be reviewed by a supervisor and stored on a secure hard drive.

All of the above criteria, laid out in Page 1, will also apply to one to one support.

Staff Member:

Date: