



**BENEDETTI
FOUNDATION**

Benedetti Foundation Online Policy

Virtual Sessions

Last Reviewed: 26/11/22

The Benedetti Foundation (BF) has devised the following set of guidelines specifically for the Virtual Sessions and all sessions taking place online. This policy should be read in association with the existing Child and Young Person Safeguarding Policy and Procedures and relevant GDPR Privacy Notices.

Online safety is of the utmost importance during these Sessions. The BF has developed this specific online safeguarding policy and set of guidelines dedicated to these Sessions. This document is available on our website and all participants are asked to acknowledge they have read it on application.

We believe that no child taking part in BF activities should ever experience abuse of any kind, including when they are online. Children should be able to use the internet to assist their personal development and access our Virtual Sessions lessons; however, we also realise that we must do our utmost to make sure safeguards are in place so children may be kept safe at all times

Different risks are attached to delivering musical education online rather than in person and we have a duty of care to all children we work with to protect them and keep them safe from harm when they use an online platform to take part in our work. We also have a duty of care to our personnel to keep them safe when they are delivering work online.

We have undertaken detailed analysis of the online applications we will use to keep in touch with musicians and deliver musical education. A risk assessment was completed for all chosen platforms highlighting the potential risks. This enabled us to put in place a number of measures which aim to limit risk and keep everyone safe when they are taking part in this activity online.

It is important that all participants, parents and children, and BF personnel bear in mind that no totally secure online meeting platforms currently exist. Whilst BF will take all reasonable steps to operate the selected platform securely and to assist everyone else to do so, participation is at your own risk and BF can accept no liability for any detriment or harm resulting through use of the selected platform. BF recommends that an adult is present with participating children at the start of the session. It is then at the discretion of the responsible adult if they choose to leave their child

We will strive during online Virtual Sessions to:

- provide children, parents and carers with information sheets about online safety prior to the session
- summarise the guidance provided by Zoom for getting participants set up on the Zoom platform safely

- do our utmost to ensure admittance to Zoom sectionals is for school age children only through providing logins, invitations and passwords to participants (and their parents) to ensure that only permitted individuals are able to join the session
- have at least two members of the Benedetti Foundation DBS (or equivalent) checked team on every live Zoom session to manage who is online and monitor participants behaviour online
- ensure the settings for each call reduce the risk of uninvited people joining the session
- ensure that recordings of live sessions are stored securely in accordance with the data protection protocols we operate
- ensure participants are aware they can keep their camera switched off for the duration of any recorded sessions
- ensure any pre-recorded content uploaded to YouTube is marked as 'made for kids' where the BF decides commenting should be switched off
- request children under the age of 13 are supported to use social media to view other live sessions in the presence of a parent or guardian
- have an online safety agreement to use with participants, parents/carers and BF personnel that will work to create and maintain clear boundaries. Participants will agree to this when they sign up for the sessions
- implement a clear code of conduct for BF personnel specifically around delivering programmes online
- review and update our online security regularly
- ensure personal information about the adults and children who are involved in our events is held securely and shared only as appropriate in accordance with the data protection protocols we operate

BF reserves the right to decide which videos have comments switched on, but will monitor all comments and ensure they are moderated where necessary

If during the course of a virtual session any incident, matter of concern or unauthorised access occurs and a safeguarding concern arises, we will respond in accordance with the procedures and protocols set out in BF's Safeguarding Policy. In addition we will strive to ensure that:

- our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- We review this guidance and feedback at regular intervals
- we offer specific training to BF personnel

If you have any concerns about online safety, please do not hesitate to contact the Foundation's Director, Laura Gardiner, laura@benedettifoundation.org