

SWMS Workshop Online Live Group Sessions: Safeguarding Policy

Before every SWMS online session:

- The SWMS Safeguarding lead will ensure the workshop tutor has a current enhanced DBS certificate
- Families will be sent a hyperlink from a SWMS team member using an official SWMS email address. Invites will be communicated privately, and not stored openly on our website or media sites. (Please note that students are not required to create their own Zoom accounts)
- Where it is considered in the best interests of a student, workshop tutors will be given information about relevant student needs in advance
- Ensure that a member of the SWMS team is present throughout every group session
- Where additional resources are provided in advance of a session and/or assignments are set, these will be placed within our Google Classrooms environment

At the start of every session, the session host (either tutor or SWMS team member) will ensure that:

- The waiting room feature is used at the start of every session
- The session settings have microphones and videos off when joining a meeting
- Be control of who can control the screen, save the video/chat content
- Is aware of how to mute and unmute all participants, including video screens
- Remind students about respecting others throughout the session, including any use of chat box commentary
- If any element of a session is recorded by the tutor and/or SWMS team member (e.g. to record a performance), that everyone has given SWMS prior consent at the start of the year (photo and video consent form), that everyone is informed before recording starts. All recorded material is for the sole purpose of collating student's work as part of the project and will be stored securely by SWMS

Students will:

- Maintain your normal standards of dress code, as if you were joining a workshop in person
- Be yourself and respect others
- Arrive promptly at the start of the session, setting up any equipment and locating your zoom invite beforehand
- Ensure that your own name is shown below your picture
- Utilise the 'raise your hand' feature if wanting to ask a question during the session
- Not take any screenshots, photography or video footage from the session

We expect parents to:

- Help students set up a quiet space, free of background distractions for the duration of the online session (ideally not a bedroom)
- Ensure students arrive to the session prepared with any instrument or equipment required for the session
- Be available at the start of a session, as appropriate, to assist students in logging into the session
- Where possible, remain within earshot for the duration of the session

Who to contact if things go wrong:

A SWMS team member will be present within every SWMS online workshop session. If an issue arises during a live session, please alert this SWMS team member immediately. If something comes to light after a session has finished, please get in touch and let us know as soon as you can so that we can help:

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