

REMOTE WORKING WITH CHILDREN AND YOUNG PEOPLE

This document provides the guidelines for all workers to keep themselves and the young people they work with safe.

It should be read in partnership with Worlds End Productions London main safeguarding policy.

Designated Safeguarding Lead: Xenia McGinley & Will McGinley

WORKING FROM HOME

When working from home staff will have their own accounts to access emails and a log-in to access files. All files with personal and contact details are password protected.

- No young people's details or images will be downloaded or saved on staff computers (unless it is a computer provided for work use only).
- Staff will not share their accounts or log-ins with other members of staff and only log into their own accounts.
- If young people's images need to be downloaded for photo or video editing then they will be deleted once the edit has taken place and the edited film is uploaded to our server.
- Staff will always lock computers or close documents with sensitive information when they are away from their laptops / computers.

COMMUNICATION VIA DIGITAL PLATFORMS

When communicating with young people via digital platforms staff will use official accounts and phones and ensure that the personal numbers of young people and freelancers are not shared.

Staff and freelancers will be the only adults present in digital platform sessions.

All parents will be informed of the platforms to be used and the dates and times of sessions and the adults who will be in these platforms.

Staff will set clear rules of engagement for working on digital platforms. These rules will be in line with the rules of the company when working in person.

Any young person who breaks the above rules will be removed from the platform by staff and parents/carers will be informed.



RECEIVING A DISCLOSURE ONLINE OR VIA MOBILE PHONE

We recognise that at times, members might disclose information to staff members via texts, calls or digitally.

If a staff member receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for action to an executive staff member (DSL), ideally by speaking to them in person (if the disclosure takes place in working hours) or by phone. The DDSL/DSL will follow the procedure below. If the staff member cannot get hold of the DDSL/DSL, or a more senior member of staff, they should also follow this procedure.

- Check with the young person – What is happening? Where are you? The staff member should not attempt to solve the problem.
- Contact the young person's parent/guardian, or – if applicable – the social worker/key worker associated with that young person. If there is no response: Alert the emergency services (in most cases this will be the police) by calling 999 and giving as much information as possible.
- Write up an incident report on the situation within 24hrs to be sent to the DSL.

SHARING WORK CREATED ONLINE

When sharing work created online WE will take the following steps:

- No use of child's surname in photography or video content.
- Gain parental/guardian consent for their child to be photographed and videoed.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use.
- Only share content through official accounts.

If, for whatever reason, a parent/carer or young person are not happy with the use of content, then the company will not share the content.