**Safeguarding for online events toolkit**

Safeguarding in the virtual world should mirror safeguarding principles in the physical world. If, at any time, you have any safeguarding concerns, you should report these as soon as possible to the appropriate safeguarding body.

**For library staff / people running events**

**What platform is appropriate?**

* Consider which platform is best suited to your event. This will depend on the type of event, how many participants there may be and how much interactivity between host and participants is required.
* The NetAware website allows you to look at safety evaluations of different social media patforms and provides guidance of age limits and advice for keeping safe on the platform [*https://www.net-aware.org.uk/*](https://www.net-aware.org.uk/)
* Consider inviting your audience to register to watch online streams and issue a log in and password. Do not publicise joining instructions, particularly when using platforms such as Zoom, where screen sharing is possible.

**Presenting online**

* If recording videos or live streaming, make sure to film in a neutral area where nothing personal or inappropriate can be seen or heard in the background. It is always worth doing a dry run so you can see how the background appears, and how you appear on screen.
* Try to ensure there is nothing visible that could identify personal information – your location, for example. If sharing your screen during an online event, ensure no personal information is visible.

**Keeping within a working environment**

* Set up work accounts for any online platforms you use and avoid using personal accounts if possible. Check and if necessary, modify the privacy settings of the platform you choose to use.
* Try to use work devices rather than personal devices where possible. If it is unavoidable, upload to work accounts and platforms as soon as possible and don’t store any data on personal devices.

**Being mindful of safeguarding policies**

* Before the event, familiarise yourself with how to report any offensive or abusive content on the platform you are using.
* If anything is disclosed to you which you feel is concerning, report this immediately to your relevant safeguarding body and follow your local procedures. Make sure that any online safety incident is recorded.

**Communication about safety**

* At the start of the event, ensure all participants are aware that any information they share with you, including comments and images, may be publicly visible.
* If you film an event, be clear about how you will use the film, and how long it will be retained
* If you are targeting your events at children and families, be mindful of the appropriate platform for the age of the child, it is also good practice to state that parents should remain in the vicinity of the child and aware of the child’s participation.

**For audience/ participants**

**Key guidance**

* Do not share personal information in online events.
* Many online platforms have age restrictions. If parents’/carers’ accounts are being used, monitor children’s online activity.
* Talk to children about what they are doing online and where possible keep sight of online activity by keeping devices in family areas
* Familiarise yourself with the type of content to be used and check it is appropriate and relevant
* Check with the host on how they will use the stream in future. For example, will it be kept for archive purposes and will it be broadcast as a recorded event?
* Be aware that anything you post online, including comments and images, may be visible to others
* Do not respond to contact requests from people you don’t know.

**Useful links for online safeguarding**

## [*https://www.youtube.com/watch?v=HVwx6AIlMBY&feature=youtu.be*](https://www.youtube.com/watch?v=HVwx6AIlMBY&feature=youtu.be)

## Online safety for children and young people. A useful webinar from ACE and the Digital Cultural Network recorded on 03/6/2020

* [*https://www.net-aware.org.uk/news/8-tips-for-keeping-your-kids-safe-online-during-lockdown/*](https://www.net-aware.org.uk/news/8-tips-for-keeping-your-kids-safe-online-during-lockdown/)
* [*https://www.culturehealthandwellbeing.org.uk/sites/default/files/Guide%20to%20working%20online%20FINAL.pdf*](https://www.culturehealthandwellbeing.org.uk/sites/default/files/Guide%20to%20working%20online%20FINAL.pdf)
* [*https://www.getsafeonline.org/*](https://www.getsafeonline.org/)
* [*https://www.saferinternet.org.uk/blog/supporting-vulnerable-groups-online*](https://www.saferinternet.org.uk/blog/supporting-vulnerable-groups-online)
* [*https://learning.nspcc.org.uk/research-resources/schools/e-safety-for-schools#livestreaming*](https://learning.nspcc.org.uk/research-resources/schools/e-safety-for-schools#livestreaming)

Although written with teachers in mind, a lot of relevant and useful advice for livestreaming.

* [*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/779401/Working\_Together\_to\_Safeguard-Children.pdf*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

Highlights everyone’s responsibility to identify safety concerns about children.