soundabout
make music change lives

Online Safety Policy

Contents

1. Purpose of this Policy 1
2. Whom is this Policy For? 2
3. Scope of the policy 2
4. Keeping people safe 2
5. In case of online safeguarding incident 3
6. Guidance for parents and carers 3
6.1 YouTube & Facebook Live Music Making Sessions 3
6.2 'Zoom' Sessions 3
6.3 Microsoft Office 'Teams' Sessions ..... **Error! Bookmark not defined.**
6.4 General Guidance 4
7. Consent 5
8. Related Policies and Procedures 5
9. Contact Details 5
Review 5

1. Purpose of this Policy

Soundabout provides interactive musical activities and training opportunities, using and sharing innovative ways of working with Learning Disabled people.
Soundabout works across a wide range of settings and across all age groups. As of March 2020, Soundabout has been delivering music-making sessions and training online, this policy document is to help underpin that work.

This purpose of this policy is to:

- Ensure that all people accessing Soundabout online can do so safely in any format
- Share this information with our paid staff, volunteers and users so that everyone is aware of our approach
- Ensure that as an organisation, we operate in line with our values and within the law in terms of how we use the internet and any electronic means to deliver our services to Learning Disabled people

The policy will be reviewed every three years or sooner if required.

2. Whom is this Policy For?

This document is for all paid staff, freelance practitioners, volunteers (including trustees) and anyone who accesses our services online including parents, carers, training delegates and Learning Disabled people of all ages.

3. Scope of the policy

We believe that:

- Learning Disabled people should never experience abuse of any kind
- Learning Disabled people should be able to access resources online for education and personal development, but appropriate safeguards need to be in place to ensure they are kept safe at all times

We recognise that:

- The online world provides everyone with many opportunities, however, it can also present risks and challenges
- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- All Learning Disabled people regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

4. Keeping people safe

We will keep people safe by:

- Having a practical guide to online safety (incorporated to this policy) for all people accessing Soundabout virtually, this will provide a 'snapshot' of our approach with reference to key policies or external resources for more information, it will be produced in an accessible format
- Sharing ideas and considerations with all people accessing our services online to promote safe access and good practice
- Linking our existing safeguarding procedures to our online work, so that everyone knows how to raise any concerns
- Reviewing and updating any online security systems as necessary, examining and risk assessing any social media platforms and new technologies before they are used within Soundabout
- Ensure that personal information related to Learning Disabled people and their parents/carers, staff, freelance, volunteers, and our charity supporters is held securely and in accordance with our GDPR and Data Protection Policy
- Ensuring that images of Learning Disabled people , parents and carers are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Endeavour to provide further support and training/signposting for staff and volunteers about safety online when appropriate or if requested

5. In case of online safeguarding incident

If an online safeguarding incident occurs, we will respond to it by:

- Engaging our usual incident reporting and follow up procedures for any safeguarding related incidents that occur
- Referring to our Policy documents (see below) for any detailed information and/or further instruction
- Ensuring that we always act on any incident report and that this is logged in accordance with our Privacy and Data Policy
- Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation into account
- Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Please see section 8 – Related Policies and Procedures.
The Designated Safeguarding Lead (DSL) is Rebecca Tunley, Community Support, Co-design & Accessibility Lead
Email: rebeccatunley@soundabout.org.uk

6. Guidance for parents and carers

To deliver music and training we use different platforms to run our interactive sessions which include YouTube, and Zoom. Parents and Carers are requested to support their young people at all times whilst attending an online session.

6.1 YouTube Music Making Sessions

We broadcast music making live on YouTube during these sessions people watching can interact with our practitioner through messaging. Attendees can see the practitioner but the practitoner can not see them . Practitioners only know who is watching live if they choose to message them through text.
These are public sessions. Parents and carers need to be aware that anyone can join and anyone can see comments and postsyou are making, or photos that you post. It is all parents and carers' responsibility to ensure that you are comfortable sharing the person with disability's name or any information about the person you are supporting in this format. There are great benefits to being able to use names during these sessions, but it may not be appropriate to share them publically.

6.2 'Zoom' Sessions

Some of our project work is delivered to families or groups in their homes via the platform 'Zoom'. We want to make sure that families understand the measures we have put in place to keep everyone safe.
All Practitioners/Soundabout are asked to:

- use a unique ID for each session they arrange
- use a password for each session
- Enable the 'waiting room' feature so that they can manage who is admitted to the session
- Use the 'lockdown' feature which prevents anyone else joining once everyone who is expected has arrived.

- Make sure 'join before host' is not enabled so that no one can enter the meeting without the practitioner's permission.

Alternatively, Soundabout will create the Zoom links and share appropriately.

These online sessions are recorded by the practitioners . If families are joining a group session and do not consent to be recorded, families should turn off their camera while the filming is taking place.
N.B. Zoom group sessions will follow the same format as above but all the families joining us will be able to see each other. If families prefer not to be seen, they can choose to switch off their 'video share' feature so everyone else will just see a blank screen.

Zoom Session Guidelines

To help Soundabout keep our community safe online, please note the following important points for all live Zoom sessions during our [*Name of the session i.e. The Hills are Alive*]**:**

- **Joining the session(s):** For safeguarding reasons, please ensure that you and/or the person you're caring for are appropriately dressed. We understand that some participants may have sensory sensitivities and may wish to remove items of clothing; if this applies, please make sure your camera remains turned off.
- **Recording**: All sessions will be recorded and made available to you afterwards, so you can rewatch them at your convenience. Recording is set up so that only those who unmute and make a sound are recorded (presenter view) so if you do not wish to feature in the recording you can either remain muted or unmute with your camera off.
- **Confidentiality**: Please **do not share the session links or recordings with anyone else**. Access is restricted to registered participants and families only. Please direct any families to the sign up link who would like to join us.
- **No Personal Recording**: For safeguarding reasons, it is strictly **prohibited to record the session on your own device** or to take screenshots, photos, or videos of any part of the sessions.

We appreciate your understanding and full co-operation with these guidelines, which help us protect the privacy, integrity and overall enjoyment of the sessions for everyone participating.

Participants and families are asked not to speak with the Practitioner privately at the end of the session. If participants/families have any questions (not safeguarding related), they should either contact Soundabout directly on info@soundabout.org.uk or ring the office number 01235797474. For any safeguarding concerns, participants and families are asked to contact our DSL Rebecca Tunley (rebeccatunley@soundabout.org.uk).

6.4 General Guidance

There are lots of organisations that have excellent general advice on how to stay safe online. These are just a small selection:
https://www.saferinternet.org.uk/
https://www.nspcc.org.uk/keeping-children-safe/online-safety/

7. Consent

We ask any participant attending the Inclusive Choir Sessions to sign a specific Choir consent form.
We also have specific consent built into any bookable session that is on Enthuse.
If families are taking part in any of these sessions, it is their responsibility to ensure that they have read the appropriate consent documents and opted for their preferences.

This policy will be reviewed every three years or sooner if required.

8. Related Policies and Procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding Children and Adults at Risk Policy
- Privacy Policy
- Lone Working Policy
- Volunteering Policy
- Photo, Audio, Video Policy
- Code of Conduct
- Anti-harassment and bullying Policy
- Social Media Policy

9. Contact Details

Designated Safeguarding Lead: Rebecca Tunley, Community Support, Co-design & Accessibility Lead
Email: Rebeccatunley@soundabout.org.uk
Deputy Designated Safeguarding Lead: Holly Radford-James, CEO
Email: holly.radford-james@soundabout.org.uk

Designated Trustee for Safeguarding: Catherine (Kate) Rann
Email: katerann@soundabout.org.uk

Soundabout also has a webpage dedicated to Safeguarding:
https://www.soundabout.org.uk/safeguarding/

More information: Online Safety Act

Review

	Date	Completed by
First Written	**11/05/2020**	**Jo Colton**
Updated	**01/03/2021**	**Philippa Higginbottom**
Agreed		**Adam Ockelford**
Next review date	**May 2023**	**Maryse Degbegni** (combined online safety and 'Approach on how to stay safe online guidance', updated policy according to NSPCC online safety policy, added social media policy under 'Related policies and procedures', removed '*Having a practical guide to online safety for all people accessing Soundabout virtually, this will provide a*

		'snapshot' of our approach with reference to key policies or external resources for more information, it will be produced in an accessible format, updated contact details)
Trustee Approval	**July 2023**	**Ceri Thomson**
Next review date	**April 2024**	Safeguarding link updated and added Online Safety Act (from government website)
Next review date	**September 2026**	Designated Trustee contact updated

Soundabout, John Eccles House, Robert Robinson Avenue, Oxford Science Park, Oxford OX4 4GP
Website: www.soundabout.org.uk
Email: info@soundabout.org.uk Tel: 01235 797474
Registered Charity No. 1103002
Company Limited by Guarantee No. 5023067