

Safeguarding Children Policy and Procedures	Document version: 2.0
Prepared by: Progress Youth Theatre team and Safeguarding Officer	Date prepared: January 2021
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## Progress Theatre Child Protection Policy Statement

Progress Theatre is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect them from harm, abuse and exploitation.

**This policy and procedure applies to everyone working or volunteering on behalf of Progress Theatre, including employees, contractors, staff, volunteers and trustees.**


Progress Theatre encourages the development of an ethos which embraces difference and diversity and respects the rights of children and young people.

### Progress Theatre will:

- ensure that all practitioners understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation
- develop best practice in relation to the recruitment of all practitioners
- ensure that all practitioners understand their responsibility to work to the standards and procedures detailed in the Theatre's *Code of Conduct and Good Practice* and the *Child Protection Procedures*
- ensure that all practitioners understand their obligations to report care or protection concerns about a child/young person, or a practitioner's conduct towards a child/young person, to the organisation's designated person for child protection
- ensure that the designated person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies
- ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures
- endeavour to keep up-to-date with national developments relating to the care and protection of children and young people.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 26 April 2021

Signed: 

Safeguarding Lead, Progress Board of Trustees

Date: 26 April 2021

## Designated Safeguarding Officers

The Designated Safeguarding Officers at Progress Theatre are:

### **Fiona McNeil (Safeguarding Officer)**

Mobile: 07786 092627

e-mail: [fiona.mcneil@churchillnet.org.uk](mailto:fiona.mcneil@churchillnet.org.uk)

### **Liz Carroll (Safeguarding Officer)**

Tel: 0118 926 8258

Mobile: 07434 725759

e-mail: [liz-is@icloud.com](mailto:liz-is@icloud.com)

### **Peter O'Sullivan (Safeguarding Lead on the Progress Theatre Board of Trustees)**

Mobile: 07778 289785

e-mail: [peteriosullivan22@gmail.com](mailto:peteriosullivan22@gmail.com)

## **Other relevant contacts in Reading**

If you are worried that a child is being mistreated and is at risk of harm it is important that you contact one of the Designated Safeguarding Officers as soon as possible. They will contact Brighter Futures for Children if required.

## **Is the child in immediate danger?**

If yes, call the Police on 999

## **For all other referrals contact Children's Single Point of Access (CSPOA)**

0118 9373641 (Monday-Friday, 9.00am – 5.00pm)

A 'child' means: pre-birth to 18 years old, or up to 25 years old for a child or young person with special needs. This service includes all Child Protection, Early Help and Disabled Children's Services.

- Secure webform: [www.reading.gov.uk/childrensreferralform](http://www.reading.gov.uk/childrensreferralform)
- Secure email: [cspoa@brighterfuturesforchildren.org](mailto:cspoa@brighterfuturesforchildren.org)

## **Out of Hours: Berkshire Children's Social Care Emergency Duty Team**

- 01344 786 543

This is for emergency child protection referrals between 5.00pm and 9.00am, 365 days of the year.

## **For allegations about a volunteer, staff, partner organisations' volunteers or contractors**

Contact the LADO (Local Authority Designated Officer).

They provide advice and management of allegations against members of staff and volunteers between 9.00am and 5.00pm on weekdays (except public holidays). Contact the LADO for the local authority area in which the child lives.

- Reading LADO [lado@brighterfuturesforchildren.org](mailto:lado@brighterfuturesforchildren.org) 0118 937 3555

See Appendix 1 for contact details related to those living in a different local authority area

### **Other sources of support and advice**

- NSPCC - 0808 800 5000
- ChildLine - 0800 1111
- Duty to Refer under the DBS service - 03000 200 190
- Reading Voluntary Action - <http://rva.org.uk/knowledge-base/safeguarding-knowledge/>

### **Child protection procedures**

Practitioners should not attempt to investigate concerns or allegations of abuse.

Practitioners should be aware of the Child Protection Policy including definitions of abuse, and the code of conduct and good practice.

#### **Confidentiality**

Children have the right to confidentiality therefore any concerns or allegations regarding the welfare of a child should be discussed with a minimum of people.

Children often choose to talk to someone outside their home and practitioners should be familiar with ways of responding to any disclosure whether it concerns someone at the child's home or at the theatre. However, they should not promise the child or young person that they will keep concerns confidential as these may need to be reported to others to keep them safe. This might include the Designated Safeguarding Officers or external agencies.

Any written reports should be held away from the theatre premises, and only shown to appropriate people.

#### **What is child abuse and neglect, and how to recognise it?**

Child abuse and neglect is a violation of a child or young person's human and civil rights and is never correct or justified. It can be one single act or a number of acts. Anyone can be an abuser, even other volunteers or staff. Someone abusing a child or young person is often known to the child or young person, such as a person in a position of trust, or more rarely by a complete stranger.

Children can experience more than one type of abuse, which can have serious and long-lasting impacts on their lives. By understanding what is child abuse and neglect and how to recognise it, you can help prevent it happening and report it if you see or hear about it.

See Appendix 2 for the most common types of child abuse and neglect and how to recognise them. If you are unsure, you should speak with the Designated Safeguarding Officers.

You might become aware of abuse in different ways, such as:

- A child or young person may tell you directly
- A child or young person may tell you indirectly by making ambiguous statements suggesting something is wrong, or they may draw pictures or write letters as a way to communicate with you that something is wrong.
- You might notice something about the child or young person's behaviour or see an injury.
- You might hear about something from someone else, such as a colleague, family member or member of the public who shares some concerns.
- You might have concerns about the behaviour, words, actions of another person, such as a colleague, family member or member of the public and how they are behaving towards the child or young person.

If you are concerned at all, always let the Designated Safeguarding Officers know.

### **Reporting concerns**

If you have concerns about a child's welfare you should:

- Record all concerns and action taken. There is a form to guide you in Appendix 3 to this document.
- Discuss concerns with one of the Designated Safeguarding Officers on the same day. If they are unavailable, contact the Safeguarding Lead on the Board of Trustees. The Designated Safeguarding Officer will consider the concerns and make a referral to Brighter Futures for Children if appropriate. They should follow this up in writing within 48 hours.
- As far as is possible, the child should be informed of your concerns and what action is being taken, unless they will be placed at further risk of harm. The Designated Safeguarding Officer will take advice from Brighter Futures for Children on this.

Parents/carers of the child concerned should be informed if any concern about a theatre practitioner is to be referred to Brighter Futures for Children.

If it is the conduct of one of the Designated Safeguarding Officers that is causing concern, you should contact an alternative designated person/safeguarding Trustee

## **If a child makes an allegation of abuse, or if an incidence of abuse is witnessed**

In a situation where a child discloses abuse, follow these steps:

- Listen carefully to the child. Give your full attention to the child or young person and keep your body language open and encouraging. Avoid commenting on the matter or showing reactions like shock or disbelief which could cause the child to retract or stop talking.
- Let them know they've done the right thing. Reassurance can make a big impact on a child who may have been keeping the abuse secret.
- Tell them it's not their fault. Abuse is never the child's fault and they need to know this.
- Say you will take them seriously. A child could keep abuse secret in fear they won't be taken seriously. They've spoken out because they want help and trust that someone will listen to and support them.
- Don't talk to the alleged abuser. Confronting the alleged abuser about what the child has told you could make the situation a lot worse for the child.
- Explain what you'll do next. If age appropriate, explain to the child that this will need to be reported to someone who will be able to help.
- Don't delay reporting the abuse. The sooner the abuse is reported after the child discloses it, the better. Report as soon as possible to the Designated Safeguarding Officers so details are fresh in the mind and action can be taken quickly.
- Don't promise you'll keep it a secret. Explain that you need to share what they've told you with someone who will be able to help.
- If a child or young person needs confidential help and advice direct them to Childline. Calls to 0800 1111 are free and children can also contact [www.childline.org.uk](http://www.childline.org.uk)

It's important to keep accurate and detailed notes on any concerns you have about a child, as you will need to share these with the Designated Safeguarding Officers. Use the reporting form in Appendix 3

## **Dealing with allegations about staff or volunteers**

If the allegations or concerns relate to a person who is a volunteer, staff member, or is in any way working on behalf of Progress Theatre (which can include contractors or partner organisations) then this process must also be followed by the Designated Safeguarding Officers or Safeguarding Trustee:

- Report to the Local Authority Designated Officer (LADO) on the same day and take advice.

- Consider suspending the individual from work/volunteering immediately whilst the investigation takes place. Inform the individual but be careful not to disclose anything that might jeopardise the investigation or place anyone at risk. If you are unsure, seek advice from the police or LADO. A Progress Theatre Trustee must be involved in any investigation.
- If the allegations are against an employee, follow the Progress Theatre **Disciplinary procedure**.
- If the allegations are against someone who is from a partner organisation, such as a group who is co-delivering activities, contact the partner organisation to report it to them and ensure they conduct an internal investigation too.
- If the allegations are confirmed, this amounts to gross misconduct and will amount to dismissal/termination of volunteering. Staff should refer to the **Disciplinary procedure** and Volunteers should refer to the **Volunteer Policy**. Contractors should refer to their agreement.
- If the person has a DBS certificate and the allegations are confirmed, let the DBS service know – this is called the ‘duty to refer’.

## **Recruitment**

Progress Theatre will ensure that all practitioners involved with children have DBS checks at the appropriate level, and also have appropriate references. All practitioners should be familiar with the guidelines on child protection.

See Appendix 4 for a check list of good practice in recruitment.

## **Monitoring**

Progress Theatre will ensure that all practitioners involved with children are supplied with a copy of these guidelines and procedures.

The designated persons will regularly review our practices, any safeguarding incidents or potential incidents and current legislation and provide updates to the Board of Trustees, who will consider this in their governance role and whether procedures may need to be updated.

## **Code of Conduct and Good Practice**

### **Good practice in recruitment**

Progress Theatre will ensure that all practitioners involved with children have DBS checks, and also have appropriate references. All practitioners should be familiar with the guidelines pertaining to child protection.

At Progress Theatre 'practitioners' has been deemed to encompass Youth Theatre leaders, and directors of productions with children in the cast. It is recommended that Stage Managers of such shows, and technicians working with children, should also have DBS checks in place.

See Appendix 4 for a check list of good practice in recruitment.

### **Good practice in physical contact**

- Only touching children when it is necessary in relation to the particular theatre activity or when they are physically hurt or distressed. Seeking agreement of children prior to any physical contact.
- Making sure that disabled children are informed of and comfortable with any necessary physical contact.

### **Good practice in interpersonal dealings**

- Treating all children equally and with respect and dignity.
- Gain permission of Child and Parent/Carer before taking photographs or videos.
- All emails sent to members of the Youth Theatre are moderated. Email contact addresses are never disclosed to other Youth Theatre members or to anyone else.

### **Good practice if someone discloses information to you**

It is possible that a child who is, or has suffered abuse, will confide in you. This is something you should be prepared for and must handle carefully. The following action should be taken if there are concerns of abuse of a child:

- Listen carefully to what is said.
- Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to "keep it a secret"
- Use the first opportunity you have to say that you will need to share the information with others. Make it clear that you will only tell the people who need to know in order to keep the child safe
- Reassure the child that they did the right thing in telling someone
- Tell the child what you are going to do next
- Follow the process set out in the child protection procedure in this document.

### **Online safeguarding practices**

In situations where an in-person session may not be run, such as in a Covid19 lockdown, Progress Youth Theatre will run workshops and other sessions online.



## **Contact with students**

Any contact during online sessions is facilitated by the Youth Leader through a private Discord server (<https://discord.com/>), Zoom meetings (<https://zoom.us/>) or direct emails from Youth Theatre tutors using the email address supplied by parent(s) or guardian(s).

Full details of how use of these platforms should be managed, and how contact with participants is maintained are given in Appendix 5 below.

## **General**

- Students should receive lessons in a shared family space and not in a student's bedroom, unless there is no alternative
- Parents/carers should maintain an 'open door' policy during lessons.
- There is a zero-tolerance policy for bullying or harassment and a judgement-free environment is encouraged
- If there is any issue with another member of PYT, the members are encouraged to contact PYT workshop leader through email and a mediation will take place to ensure both parties are listened to and the situation is diffused
- If any member of Progress Youth Theatre has an issue with one of the leaders, they are encouraged to contact the designated persons listed in section 3 of the above Safeguarding policy.
- If there is an issue outside of PYT, or a more serious safeguarding issue is brought up, and the member approaches the workshop leader (through email) then the issue is acknowledged and permission is sought to pass the issue along to the Theatre's Safeguarding Coordinator and then follow current Safeguarding procedures. It is explicitly stated that the workshop leader is not a counsellor and they cannot keep the issue secret if it is deemed to be harmful to the wellbeing of any member of PYT, but the issue will be treated with tact and the safety of members will be respected at all times.

## **Appendix 1: Contact details to use for those living in a different local authority area**

If the child lives in a different local authority area, then contact the relevant team:

- Wokingham Borough Council - Referral & Assessment Team - 0118 9088002
- West Berkshire Council - Contact Advice and Assessment Service (CAAS) - 01635 503190
- Bracknell Forest - MASH - 01344 352005
- Slough Borough Council - MASH - 01753 875362
- Royal Borough of Windsor and Maidenhead - MASH - 01628 683150

### **For allegations about a volunteer, staff, partner organisations' volunteers or contractors**

Contact the LADO (Local Authority Designated Officer).

They provide advice and management of allegations against members of staff and volunteers between 9.00am and 5.00pm on weekdays (except public holidays). Contact the LADO for the local authority area in which the child lives:

- Wokingham LADO - 0118 9088002
- West Berkshire LADO – 01635 503090
- Bracknell LADO (Contacted via MASH team) - 01344 352005
- Slough LADO - 01753 474053
- Windsor and Maidenhead LADO - 01628 683202

## **Appendix 2: Definitions and signs of abuse**

There are many forms of abuse, although there are variations within these, but the most common types of child abuse and neglect are:

(Source: NSPCC website <https://learning.nspcc.org.uk/child-abuse-and-neglect/>)

### **Physical abuse**

Is defined as deliberately hurting a child and causing physical harm (Department of Health, 2017).

Signs of physical abuse: It can involve bruises, broken bones, burns or cuts. Common places for non-accidental injury are: eyes, ears, cheeks, mouth, shoulders, chest, upper and inner arms, stomach/abdomen, genitals, front and back of thighs, buttocks, hands, feet.

### **Emotional abuse**

Is emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development (Department for Education, 2017). Most forms of abuse include emotional abuse, but it can also occur on its own.

Some examples may include: ignoring the child / verbal humiliation / name-calling / criticism / physical abandonment / excluding the child from activities / restricting social interaction / bullying.

Signs of emotional abuse: lack of confidence or self-assurance, struggling to control their emotions, having difficulty making or maintaining relationships, acting in a way that is inappropriate for their age.

### **Neglect**

Is defined as "the ongoing failure to meet a child's basic physical and psychological needs" (Department for Education, 2018). It can include:

- physical neglect: not meeting a child's basic needs, such as food, clothing or shelter; not supervising a child adequately or providing for their safety
- educational neglect: not making sure a child receives an education
- emotional neglect: not meeting a child's needs for nurture and stimulation, for example by ignoring, humiliating, intimidating or isolating them
- medical neglect: not providing appropriate health care (including dental care), refusing care or ignoring medical recommendations.

Signs of neglect: could include that the child is withdrawn or clingy, dirty or inappropriate clothing, left alone for long times, tired, missing a lot of school, untreated injuries. As a result of neglect they could be more vulnerable to other forms of abuse such as grooming.

### **Bullying and cyberbullying**

Is deliberate, hurtful behaviour, usually repeated over a period of time where it is difficult for those being bullied to defend themselves. Bullying can be verbal, written or physical.

Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.

### **Domestic abuse**

Is any type of controlling, coercive, threatening behaviour, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional or financial abuse. All families have ups and downs but exposure to domestic abuse or violence in childhood is child abuse.

Signs of domestic abuse: displaying challenging behaviour, anxiety, depression, not doing well in school, constant worry about safety of other family members.

### **Child sexual abuse (CSA)**

Is when a child is forced or persuaded to take part in sexual activities (Department for Education, 2018). It includes:

- contact abuse: sexual touching of any part of a child's body / forcing or encouraging a child to engage in sexual activity
- non-contact abuse: flashing a child/ encouraging them to watch, hear or view sexual images / sexual grooming.

Signs of CSA: bruising, bleeding, STI's, reporting or displaying pain and soreness in the genital area, being afraid of or avoiding a particular person, withdrawn, alluding to 'secrets', self-harming, running away, developing eating problems, displaying inappropriate sexualised behaviour, drug or alcohol misuse.

### **Child sexual exploitation (CSE)**

Is a type of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (Department for Education, 2017). Sexual exploitation is a hidden crime. Young people have often been groomed into trusting their abuser and may not understand that they're being abused.

Signs of CSE: sexualised behaviour inappropriate for their age, isolated from their peers, increasingly secretive, having money or new things they can't explain, spending time with older individuals or groups, missing school, persistently out late, under the influence of drugs or alcohol, going missing, being involved in petty crime such as shoplifting. They may be more at risk if they are experiencing neglect, a young carer, recently bereaved, low self-esteem.

### **Child trafficking**

Is child abuse, and is defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation (HM Government, 2011). Child trafficking is a form of modern slavery (HM Government, 2014). Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Signs of child trafficking: they are isolated, lonely, depressed, have PTSD, panic attacks, missing their family, poor health, exhausted, not registered with a GP or a school, not have access to their parents or guardians, being seen in inappropriate places such as brothels or factories.

If you are concerned about a child, contact the Child Trafficking Advice Centre (CTAC) on 0808 800 5000 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Female genital mutilation (FGM)**

Is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. FGM is child abuse and is illegal in the UK. Sometimes religious, social and cultural reasons are given to justify FGM, however it's a dangerous practice and can cause long-lasting health problems that continue throughout a child's life.

Signs of FGM: using the word 'cutter' or saying they will be having a 'special ceremony to become a woman/ prepare for marriage', schooling suffering, difficulty walking/standing, spending a long time in the bathroom, withdrawn/depressed/anxious, particularly reluctant to have medical appointments, asking for help but being explicit as appear embarrassed/fearful.

If you think a child may be at risk of FGM or that FGM has already occurred Contact the FGM helpline on 0800 028 3550 or by emailing [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk) and the police on 999.

Mandatory reporting: FGM is a criminal offence in England and the DSO must report it to the police as soon as possible if FGM has taken place or is suspected to have taken place.

### Appendix 3: Safeguarding reporting form

**Use this form** if you are a volunteer, staff or anyone working with or on behalf of Progress Theatre, and you have concerns about a child or young person who is attending theatre activities, whether directly or through someone who is running the session for us.

**Should you tell parents/carers?** Concerns should usually be shared with the parent/child unless doing so would place a child or other children at increased risk of harm. If you are unsure, check with the DSO, and if they are unsure, they should check with CSPOA (see page 3, and also Appendix 1, for external contact numbers for external contact numbers).

**Please write legibly** and do not use short-hand or acronyms. Use exact words, even if they are offensive. If you need to explain anything which is not clear, put it in brackets and state that it is your opinion).

**Once completed** pass this to the DSO or Safeguarding Trustee of Progress Theatre.

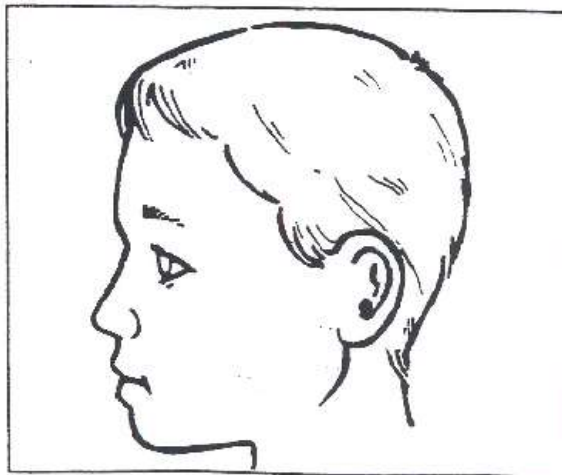
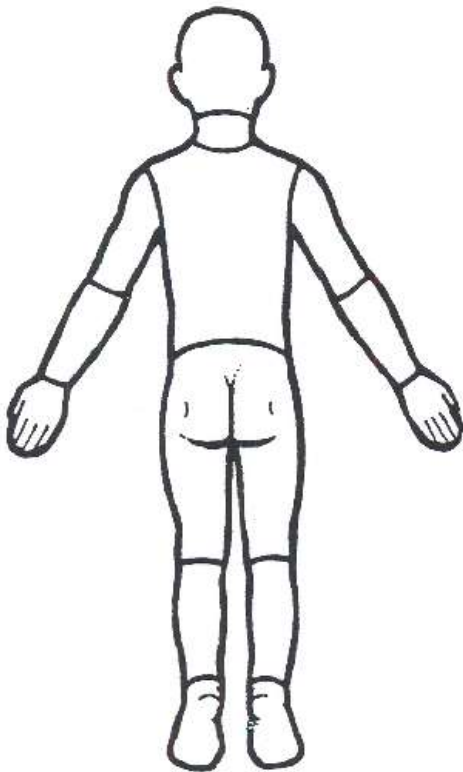
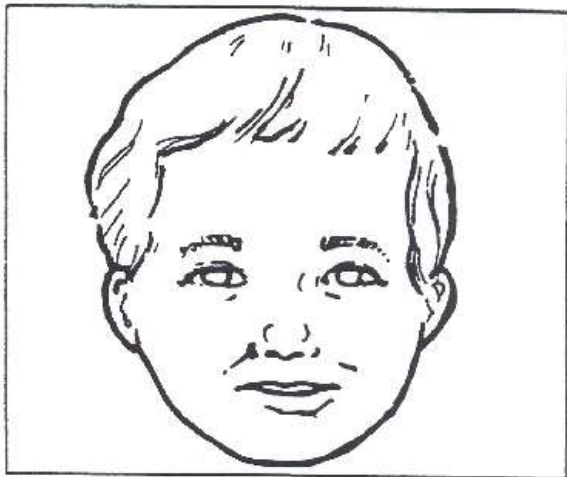
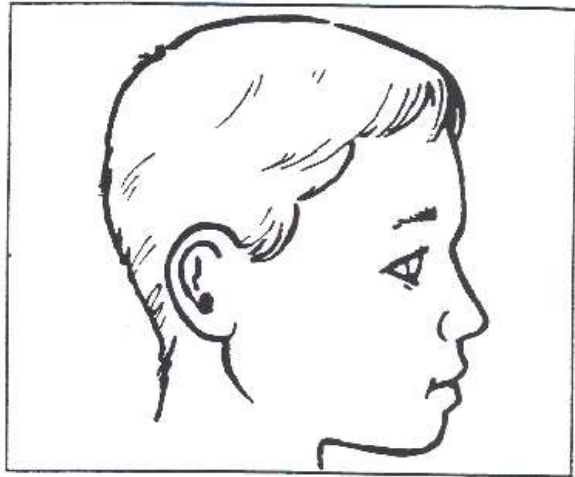
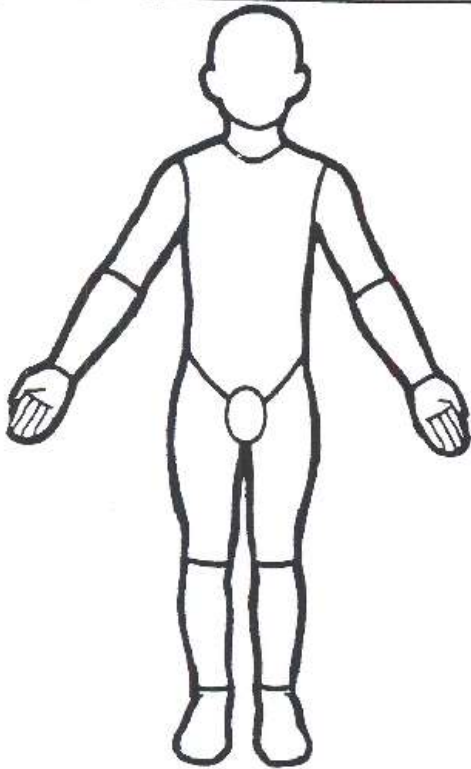
<b>Date of alleged incident:</b>		<b>Date and time of disclosure:</b>	
<b>Name of child(ren)</b>		<b>Session they have been attending</b>	
<b>Nature of your concern</b>  Attach additional sheets if necessary  Include: What you saw What you heard What the child said What anyone else said and their name.  If you include your opinions, put this in brackets and say it is your opinion.			
	Body map used?	YES / NO (please circle)	
<b>Any other relevant information</b>  Examples: Previous concerns Other professionals involved? SEN details			

<b>Current status with social care</b>  Please circle and add name if known	None that you are aware of	Known to social care	Allocated Social Worker	Child Protection Plan
Name of the person you have passed this to in ARENA				
<b>Your name (person who is making this record)</b>		<b>Your role</b>		
<b>Signed:</b>		<b>Date</b>		

**This next section should be completed by the DSO / Safeguarding Trustee of Progress Theatre**

<b>Action taken</b>  Include:  Who did you speak with?  Were the allegations about staff/volunteers and did you contact LADO?  Have you shared concerns with parents/ carers?  Did you seek any advice from other agencies, police/ social care?  Include reasons				
<b>Final outcome</b>				
<b>Name of DSO/ Trustee</b>		<b>Your role</b>		
<b>Signed:</b>		<b>Date</b>		

Name .....





## Appendix 4: Checklist for safer recruitment

For staff, volunteers, sub-contractors and partners delivering services on behalf of Progress Theatre

### New staff or volunteers

Prepare role description and person specification	
Application form	
2 references	
Interview/ meet the person face to face to assess suitability	
Obtain a DBS check if required and ensure correct level	
<p>Induction to include:</p> <ul style="list-style-type: none"> <li>● Safeguarding policy</li> <li>● Code of conduct/ boundaries of role</li> <li>● Who their supervisor is</li> <li>● How to deal with problems</li> <li>● Health and safety/ fire procedures</li> </ul>	

### Self-employed contractors, such as activity leaders/youth workers

Prepare role description and person specification	
Application form	
Interview the person face to face to assess suitability	
<p>Obtain DBS check if required. Check flowchart.</p> <p>If the worker is not supervised by anyone –YES. It must be enhanced with barring list check.</p> <p>If the worker is being supervised by someone else. Then the following must be in place:</p> <ul style="list-style-type: none"> <li>● The person supervising has a DBS enhanced and barring list check</li> <li>● Ensure there is no personal care of children such as taking them to the toilet the worker.</li> <li>● Ensure there are clear boundaries of the role</li> <li>● Supervision must be practical. This depends on the number of children and the venue. If there is a chance that the worker is on their own at any time, this needs to be addressed. Either more</li> </ul>	

<p>supervisors, or the worker needs to have an enhanced and barring list check too.</p> <ul style="list-style-type: none"> <li>● How vulnerable are the children, e.g. do they have disabilities, are they very young, are there specific behavioural needs? If yes, more supervisors needed or the worker needs enhanced and barring list check.</li> </ul>	
<p>Induction to include:</p> <ul style="list-style-type: none"> <li>● Safeguarding policy</li> <li>● Code of conduct/ boundaries of role</li> <li>● Who their supervisor is</li> <li>● How to deal with problems</li> <li>● Health and safety/ fire procedures</li> </ul>	

## Appendix 5: Detailed online practices

The practices for running online workshops and other sessions online are listed below.

### Contact with students

Any contact is facilitated by the Youth Leader through a private Discord server (<https://discord.com/>), Zoom meetings (<https://zoom.us/>), or by direct emails from Youth Theatre tutors using the email address supplied by parent(s) or guardian(s).

### Discord

- The link to the Discord server is private and has a limited membership
- No information on students' usernames or email addresses are shared (bcc on emails and usernames on Discord are not indicative of student names)
- No sensitive/special information about members (names, contact details, health requirements) is shared on the Discord server
- No private messages are sent between Progress Youth Theatre (PYT) "Blinders" account and any member
- Any scheduled workshop online takes place over Discord with cameras off unless for specified tasks and only with members' consent.
- If cameras are turned on, members are requested to be in front of a plain wall if possible or, if not possible, that no sensitive or offensive materials are visible to the camera
  - Any furniture, pictures and ornaments visible in the tutor's teaching space should be non-distracting or school appropriate (e.g. posters, images).
  - Care should be taken to minimise visibility of any personal items (e.g. family photos).
  - Lessons should take place in a suitable quiet space, without intrusions from others, or movement taking place behind the tutor visible on camera.
  - Tutors are advised to situate themselves so that their webcam is not pointing towards a window. This will help to make their video stream clearer.
- Any external links provided to the Discord group are vetted by workshop leader and, if any material reported as either harmful or abusive is uploaded, it is taken down by administrators immediately
- While text-to-speech readers are available on Discord, there is currently no support available for a captioning system that can be controlled from the host. <https://webcaptioner.com/> has the capability of live-transcribing the workshops, and advice is available to help set up that captioning on Discord.

### Zoom

- If a workshop requires either external leaders (in the case of Masterclasses) or recording for projects then it takes place over a recorded Zoom call
- Any links to the Zoom meeting are shared only with PYT members and workshop leaders

- A different link is generated for each meeting
- PYT Members are advised to clear browser cookies if they accessed Zoom through the website, rather than an app
- Any Zoom meeting has a pass code and a waiting room controlled by administrator to avoid any unauthorized access
- Workshop leaders have the ability to remove members from meetings at any time
- During sessions, if any Breakout Rooms are used they are monitored by workshop leaders to ensure safe working environments
- Screen sharing by members is disabled by default, but if shared working documents are required, a member can be made co-host temporarily
- During workshops, Zoom chat is managed so private messages cannot be sent, and only materials relating to the workshop are shared through the Zoom chat.
- Captions will be available for recorded sessions to help keep them accessible for those hard of hearing and any documents will be formatted in a way that allows screen-readers support
- Any recording of Masterclass workshops will be kept available for 3 months on the Blinders Google Drive with the link available to PYT members – to make sure anyone who missed the original workshop has a chance to watch. After 3 months from original workshop date the recording is deleted.
- Any raw recording data for projects is deleted once the project is finalized online and the responsibility for removing the published project falls to the administrators of the PT website and Vimeo channel