**Online Safeguarding Information for young people**

This info sheet has been created for all young people who take part in London Youth’s Employability activities online. London Youth has decided to use Zoom to run our online sessions. **Please make sure you read this, so you understand how to keep yourselves safe online.**

**Online safe space:**

We need you all to know that the online space we have created for us all needs to be used in the same way that we use our actual youth club building. The rules at your youth centre also apply to London Youth sessions delivered online, for example:

1. Be friendly, supportive and kind to each other
2. Respect each other
3. Listen and don’t talk over people.
4. Respect the fact that some people may have opinions/beliefs that are not the same as yours and that they have a right to that opinion.
5. Do not say things that you know will upset or offend anyone
6. No bullying is tolerated at this youth centre (we do not discriminate against people for their age, race, gender, disability, sexuality, gender identity (or gender reassignment) or religion).
7. No fighting or use of bad language
8. No alcohol, drugs, vapes or weapons are allowed in the building.
9. HAVE FUN! 😊

We are adding **5 new rules** to this list so we can ensure **everyone is safe** when taking part in our online activities.

1. Do not send offensive, violent, sexual or any other form of inappropriate material to young people or staff. If this occurs, you will be removed from the session and your parents will be contacted. If the material is of a violent or sexual nature the police may need to be contacted.
2. If you are video calling, please use the function to change the background so you are not sharing your personal space – your bedroom is a private space. You are also free to leave your camera off.
3. You must join the waiting room to sign into a session before the session begins. This is so we can make sure that only people we all know take part.
4. You must not share invite links for our sessions with people who do not attend your youth club normally. If you have a friend who wants to join they must get in touch with Rebekah Keane by email Rebekah.keane@londonyouth.org
5. Do not, under any circumstances, record or screen shot online sessions. Doing this is a serious breach of the Data Protection Act 2018 and will lead to parents/carers being notified.

**Online Bullying:**

We do not tolerate bullying of any kind at London Youth. Bullying should not happen to people in person or online. If you experience bullying, or you witness it, you must tell a youth worker immediately so we can sort the issue out and provide the necessary support.

**Safeguarding information:**

**‘Confidentiality’** – this means to keep things confidential or private. When it comes to online sessions the same rules apply when it comes to confidentiality. If you tell us that you or someone you know is experiencing abuse of any kind, we will not be able to keep that information confidential. This is because we have **a duty of care** to protect you from any harm and a big part of protecting you is reporting abuse.

**Using Zoom safely**

When you are using Zoom to take part in London Youth’s Employability activities there are number important things you need to think about first. They are:

**Using online apps and keeping safe:**

Many of you have will have used the internet to contact friends and family or have spoken to friends when gaming online. It’s important that when you are online you do not talk to anyone that you do not know in real life. **To make sure you are 100% safe online only talk to people who you have met in person and feel comfortable with.**

**Setting up an Zoom account:**

When registering **please use your** **actual names** so we can clearly identify you. If want to upload a profile picture, that is fine, but make sure it is just one of your face or head and shoulders and that you are not wearing anything revealing. If your profile picture is unsuitable, we will ask that you change it before you take part in our online activities.

Before you take part in a video call you will need to figure out where is the best place to set it up in your home. We recognise that you will want some privacy and because of this may opt to set this up in your bedroom. If you are using your bedroom; we strongly recommend that you use the function where you can change your background, this is because we believe your bedroom should stay a private space. If you choose to not use that function you must make sure your background is completely clear – no posters on the walls or items in the background that may offend people or get you in trouble.

The last thing you need to think about before you go online for a video call is to check that you are wearing the right sort of clothing and nothing too revealing. You wouldn’t wear your pajamas to a youth club so you mustn’t wear them for our online sessions either. Make sure you are dressed appropriately. If you are not wearing suitable clothes, the youth workers will remove you from the group and ask you to put something more suitable on.