**Ashmolean Schools Digital Safeguarding Policy (December 2020)**

*These guidelines sit beneath the Museum’s Safeguarding Policy and Procedures*

**Digital Engagement and Safeguarding for Schools**

* Ashmolean digital safeguarding guidelines will be followed at all times.
* Digital Engagement encompasses all the work the Ashmolean team offer, both facilitated and live streamed activities.
* These activities include taught sessions for schools and live streamed events. Platforms for these activities include Zoom, Microsoft Teams, Facebook Live and YouTube Live.
* In the case of schools, we will use the school's preferred platform and as far as possible be 'invited' to join the school's own platform and work within the school's control measures.
* GLAM staff have been DBS-checked and receive appropriate training and given procedures for what to do in the event of a safeguarding issue arising.

**Digital Safeguarding Guidelines**

When running a school live streamed session or workshop on an online platform, museum staff will:

* In cases when children are home schooling, gain parental consent in the appropriate way for the age of the student to access the online classroom
* Encourage parents to attend where appropriate log in using a museum account and not use a personal account
* Password protect the platform so only those with passwords can enter where appropriate If appropriate, lock sessions once they begin to lower the risk of others gaining entry to sessions.
* Only allow museum staff to share screens (not students) Ensure that there is always a school teacher present in a school session to monitor and manage risks/ manage any inappropriate  behaviour
* Restrict chat functions on platforms so that private conversations are not possible
* Disable the facility for anyone to join a session before museum staff
* Ensure that sessions are streamed from a suitable room, using virtual backgrounds or white walls with good lighting to ensure students are able to concentrate and don’t see personal items of the facilitator.
* Staff will be professionally dressed with camera kept at eye height
* When possible, school staff to invite museum staff to digital platform being used and take control of location of participants, setting camera angle etc.

**Museum staff will**

* Share guidelines in advance on how to enter the classroom, behaviour and expectations of the session
* Mute all participants on entry
* If a student misbehaves when working independently from home, museum staff can temporarily deactivate their video and audio. A student can be removed from the classroom or session if necessary
* Follow safeguarding procedures if a safeguarding risk is reported

**Managing Behaviour**

* It remains the responsibility of the teacher to manage behaviour of students during the session.

**Social Media and Safeguarding**

* The museum will not post the name of a school having a virtual or in person visit*.*
* The museum can, after the school has left, retweet from the school's own Twitter feed any posts made by schools/teachers as long as the post and any accompanying images are within the museum's safeguarding procedures (i.e. no individual children are named, photographs are suitable, no faces are shown).
* The museum will not record any sessions, share any photos or videos of the session

**Students accessing live streamed sessions from home**

* the museum will require that all tabs are closed when screen sharing
* the museum will share a code of conduct with students before sessions

and will consider cyber security when screen sharing

* for under 18s a parent of carer must be present in a nearby room throughout the session
* Museum staff are not responsible for students during live streamed sessions
* students should not have any identifying or personal items which can be seen if they are visible to the session leader or other participants
* students should contact their class teacher if they have any concerns during the session