

## **City of Sanctuary UK's Online Child Protection Policy**

### **Purpose and Aim of the Policy Statement**

This policy statement relates to City of Sanctuary (CoS) UK's new online home learning support project in which CoS becomes involved in direct service provision to children. This statement therefore reaffirms CoS UK's commitment to upholding the highest standards of child safeguarding and outlines the measures CoS will take and the behaviours CoS staff and volunteers should follow to ensure the safety and protection of children.

### **Scope of the Policy Statement**

This policy applies to the protection of all children under the age of 18 with whom CoS staff and volunteers come into contact. It is the responsibility of all staff and volunteers who engage with children via the online learning project to uphold the outlined procedures, behaviours and actions. These policies expand on and are in addition to the CoS's general child protection policies and procedures stated in the Staff Handbook.

### **Context**

CoS's safeguarding policies follow the guidelines set out in the NSPCC's online safeguarding resources and have been written in compliance with Section 11 of the Children Act 2004 outlined in HM Government's 'Working Together to Safeguard Children' (July 2018). They have also been developed following consultation with the DBS Senior Engagement Officer, Lyn Gavin in October 2020. They are consistent with the dimensions of safeguarding and promoting the welfare of children as defined in the 'Working Together' document, namely:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

(HM Government, July 2018).

### **City of Sanctuary's Policy Statement and Commitments**

City of Sanctuary UK believes that everybody has the responsibility to promote the welfare and safety of children and that all children, regardless of age, disability, race, religion or belief, sex or sexual orientation and gender reassignment have the right to safety, protection and respect. CoS also recognises that some children and young people are additionally vulnerable, including those with whom CoS works, and that additional considerations should be taken to ensure that safeguarding measures comprehensively

guarantee their protection. CoS's activities in the home learning support project aim to support children's academic development and well-being and facilitate them to achieve the best possible outcomes.

### **Safeguarding Measures**

CoS commits to take the following measures in its online activities to ensure the safety and protection of children:

#### **Parent/Carer Informed Consent**

- Parent/carers of participating children will be fully informed about the activities of the online classes and their consent must be obtained for their children to take part.
- If not already participating (i.e., in the parent and child classes) parent/carers will be required to remain in the room or background throughout the duration of the online sessions.
- Parent/carers will also be informed of the contact details of the designated safeguarding officer in the case of concerns around the tutor's behaviour or language.
- Parent/carers will be directed to guidance on ensuring child safety online when they register.

#### **Volunteer Recruitment**

- Tutors will be particularly recruited from amongst teachers and trainee teachers to guarantee they have an existing enhanced DBS. Nonetheless, other volunteers will be accepted as this is not necessary when a parent/ carer is present.
- For all volunteers, we request at least two references, preferably relating to a context in which they worked with children and/or refugees.
- All volunteer tutors will be provided with a copy of the CoS safeguarding policies and be informed of whom to contact in the case of child protection or safeguarding concerns. If such a concern arises, the tutor is required to report said concern to the designated safeguarding officer and/or the police in case of immediate or serious concerns.
- All tutors should attend an information and training session prior to starting tutoring, in which the safeguarding policies will be reiterated and further explained. Tutors will also be made aware of certain tools that may be of use on Zoom and have opportunity to practice using them.

#### **Activity Management**

- The online sessions will take place via the City of Sanctuary Zoom account and will be coordinated and monitored by the project coordinator. The sessions will not be recorded under any circumstances.
- At the beginning of each session, tutors must check the parent is present when they enter the breakout room.

- The coordinator will make regular supervisory support check-ins to the Zoom breakout rooms in which tuition sessions are taking place to ensure that our safeguarding policies are being upheld and provide assistance to tutors.
- All communication between tutors and students will take place through the project coordinator, Megan Greenwood, including information regarding the date and time of online sessions. In this context, tutors and students should not exchange personal contact information or communicate outside the online sessions by any channels.

### **Participant Code of Conduct**

- Tutors and students are expected to maintain appropriate behaviour and language in their online sessions.
- Tutors and students are expected to follow the outlined reporting procedures in the safeguarding concerns.

### **Key City of Sanctuary Contacts**

**Project Coordinator:** Megan Greenwood

Contact Email: [megan@uk.cityofsanctuary.org](mailto:megan@uk.cityofsanctuary.org)

Telephone: 07852925863

**CoS Designated Safeguarding Officer:** Sian Summers-Rees

Contact Email: [Sian@cityofsanctuary.org](mailto:Sian@cityofsanctuary.org)

Telephone: 07376075303

**CoS Deputy Safeguarding Officer:** Jeff Morgan

Contact Email: [jeffmorgan17@hotmail.com](mailto:jeffmorgan17@hotmail.com)

Telephone: 07764603633

### **Other Key Contacts**

#### **NSPCC Helpline**

Call: 0808 800 5000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### **Childline**

Call: 0800 1111

This policy comes into force on 18th January 2021 and if the project is extended, will be reviewed annually but otherwise as necessary.