

Online Safeguarding Policy

Our commitment to safeguarding applies just as strictly to our remote and online activities as it does to in-person workshops. We manage digital risks by adhering to the following standards:

1. Secure Platforms and Access

We only use approved, secure video platforms. To prevent unauthorised access, all meetings must use built-in security features, including use of passwords, waiting rooms to screen attendees, and strictly prohibiting the public sharing of meeting links.

2. Professional Boundaries and Environment

Staff and freelancers must maintain strict professional standards on camera, just as they would in person. This includes:

-  Broadcasting from an appropriate background
-  Wearing suitable clothing
-  Using professional language
-  Private, direct messaging with individual participants is strictly prohibited.

3. Consent and Supervision

We require clear, prior consent from parents, carers, or partner organisations before any online sessions.

-  **No one-to-one sessions:** We do not hold isolated one-to-one online sessions.
-  **Active supervision:** A parent, carer, or designated school staff member must always supervise the participants and be able to openly observe the screen.

4. Privacy and Digital Content

We rigorously protect participants' identities and personal data. Any digital content managed by Sensory Creative Lab CIC is vetted to ensure it is safe and age-appropriate. Screen recording, taking screenshots, or capturing images of participants during online sessions is strictly prohibited unless explicit, documented consent is gathered in advance.

5. Reporting Online Concerns

The digital environment is an extension of our physical workspace. If a practitioner observes something concerning on camera (such as an unsafe environment or inappropriate behaviour), or if a participant makes a disclosure, it carries the same weight as an in-person incident.

Any safeguarding concerns arising from an online session must be reported immediately, following the exact steps outlined in our **Safeguarding & Child Protection - Roles and Reporting** policy.

Contact details

Nominated Safeguarding Lead

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Deputy Safeguarding Lead(s)

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

This policy was last reviewed on: **29/09/26**