Safeguarding Online Codes of Conduct

# Volunteer Code of Conduct

All volunteers have a responsibility to prioritise the welfare of children and young people and provide a safe environment for children and young people, including reporting any safeguarding concerns in line with the [Students’ Union Safeguarding Children processes.](https://www.qmsu.org/pageassets/governance/QMSU-safeguarding-children-policy-and-procedure-BT-approved-290115.pdf)

In addition to the [Safeguarding Children Agreement](https://www.qmsu.org/volunteering/groups/healthandsafety/) that all volunteers need to sign before volunteering with children or young people, they should also take the following precautions:

* If you haven’t already signed the [Safeguarding Children Agreement](https://www.qmsu.org/volunteering/groups/healthandsafety/) please do so, inform your volunteering group and send a copy to [su-volunteering@qmul.ac.uk](mailto:su-volunteering@qmul.ac.uk)
* make sure that you are aware of and know how to recognise the signs of abuse, especially in relation to online harm and abuse. There is a useful resource from the NSPCC that explains these in more detail
* ensure all your contact with children and young people is appropriate and relevant to the work of the project you are involved in and always use age-appropriate language
* do not let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
  + Be mindful that if you have any public social media accounts that young people could access your personal information from this
  + Young people can also follow accounts that aren’t private so we advise making your account private
* use organisational accounts e.g. university e-mails or group’s official social media channels to communicate with children and young people, never personal accounts
* Never be in a be in a one-to-one conversation with a young member, this includes through e-mail – always make sure a teacher/parent is always copied in
* Don't take photos or videos on your personal devices, this includes recording virtual sessions
* Use an age appropriate platform when contacting children and young people
* If using video functions, ensure you have an appropriate background in shot and are wearing appropriate clothes even if it is not in camera shot

# Children and Young People Code of Conduct

At the start of video calls or livestreams you should share a code of conduct for all participants, here is one that you can use:

* Anything that is shared is can be seen by all participants/public (please delete as appropriate) and is being monitored, if anything shared is inappropriate, offensive or illegal it will be removed and reported
* If you are concerned or upset about anything you see while participating in this activity, please report this to xxx (insert student group leader/nominated committee member/relevant contact)
* All participants are responsible for their behaviour while participating in this activity, if there are issues with behaviour or conduct participants may be removed from the call or blocked from the comments section
* No-one should share personal information online, such as phone number or address