**Digital Safeguarding Guidelines**

The museum’s Safeguarding Policy and Procedure remains in place and active. The below guidelines are in addition to this document to help staff with the increase of digital work and the current work from home model.

1. **Virtual Classrooms**

When running a school workshop on an online platform

1. **We will**
   * Gain parental consent for students to access the virtual classroom
   * Log in as the museum, never a personal account
   * Where possible we will connect to the internet via an Ethernet cable rather than wifi
   * Password protect the platform so only those with passwords can enter
   * Lock sessions once they begin to lower the risk of others gaining entry to sessions
   * Allow only the museum staff to share screens (not students)
   * Ensure that there is always a school teacher present in a session
   * Encourage parents to join sessions with students where possible
   * Restrict chat functions on platforms so that private conversations are not possible
   * Disable the ability for anyone to join a session before museum staff
   * Ensure that sessions are streamed from a suitable room. Where possible we will use virtual backgrounds or white walls with good lighting to ensure students are able to concentrate on the facilitator and don’t see personal items of the facilitator.
   * Staff will be professionally dressed with camera kept at eye height
2. **We wont** 
   * Share any photos or videos of the sessions
   * Record any sessions
3. **Managing Behaviour** 
   * Share guidelines in advance on how to enter the classroom and expectations of the session
   * Mute all participants on entry
   * If a student is misbehaving the museum staff can put them on hold which temporarily deactivates their video and audio
   * It remains the responsibility of the teacher to manage behaviour with a student
   * A student can be removed from the classroom if necessary
4. **Facebook Live Streaming**

The museum is currently running several weekly repeating Facebook live streamed events including object talks, Shabbat quizzes and family events. These events are live and recorded with the videos remaining available permanently on the page.

1. **We will**
   * Log in as the museum, never a personal account
   * Where possible we will connect to the internet via an Ethernet cable rather than wifi
   * Ensure that sessions are streamed from a suitable room. Where possible we will use virtual backgrounds or white walls with good lighting to ensure students are able to concentrate on the facilitator and don’t see personal items of the facilitator.
   * Staff will be professionally dressed with camera kept at eye height
   * We will encourage families to share their creative work online using our hashtags. We will say that you need parental consent to share these images online.
2. **Managing Behaviour** 
   * We will interact with the public using the chat function. If a member of the public becomes abusive or aggressive using this function then comments will be deleted and staff will not interact with the individual. Any threatening or racially abusive behaviour will be reported, as usual, to CST and the police.