

Introduction

This policy has been created by Rotary GB&I to ensure the safety of all people involved in online calls with children and vulnerable people.

Rotarians must not have one-to-one calls with young and/or vulnerable people – at least one parent/guardian/carer must be in the presence of the child/vulnerable adult during the call at all times.

The guidance below is for group calls involving multiple Rotarians, young and/or vulnerable people.

The advice contained within is based on Rotary GB&I safeguarding policy, the current GDPR and also information provided by the NSPCC.

For the purposes of this policy, the definition of a 'young person' is 17 years or younger. The definition of an 'adult' is 18 years or older. For the definition of a 'vulnerable adult', see Rotary GB&I Safeguarding Guidance Manual.

Policies

It is expected that the Safeguarding Policy for Children and the Safeguarding Policy for Vulnerable Adults have both been read, understood and adopted. Both policies are available in the Member's Area of the Rotary GB&I website:

[Safeguarding](#)

Please also read the NSPCC information available here:

[NSPCC – Undertaking Remote Teaching Safely](#)

Every member of Rotary must ensure that they follow the guidance contained in this document and the guidance provided by the school or other institution if required e.g. speaking to a class of pupils where the school will have its own policies.

Creating a call

1. Inform the club safeguarding officer and club president of the intention to hold a video call and explain why it is needed. This may be for an Interact club meeting or informing children and parents of an upcoming competition. There must be a reasonable explanation for using the method as opposed to using an alternative method of communication e.g. email to parents etc.
2. Read all of the terms and conditions of the communications platform being used before arranging the call. It must be certain that the chosen platform is suitable for the purpose. Does it track internet usage? Do you need to advise callers to clear their browsing history before and after the call? Are any recordings saved by the platform? Is it secure? Do accounts have to be created? This latter one is of concern as no child should have to create an account to join a call.

Inviting the guests

1. All arrangements must be made via the parents or carers. There must never be any direct contact with the young people. Their responsible adults will make the decision whether or not their child attends and should be able to direct any questions to you.
2. Provide the responsible adults with a contact name and email of your club president. This is in case they have any concerns or questions which they may prefer to send to someone other than you. This is perfectly reasonable and increases trust in Rotary.
3. Some communication platforms allow the recording of calls. The host **MUST** have a reasonable explanation as to why the call is being recorded and must make a copy available to the parents and carers of children who attended. How long do you plan to store the recording and where? Is it secure? Some video websites allow videos to be viewed without being downloaded. They can be set to private, allowing only those with the link to see the video. This allows transparency regarding the call and privacy to protect participants.
4. The call should only be accessible to those who are invited to attend. Unwelcome guests can be disruptive. Ensure the platform you are using has a 'waiting room' and participants are given entry by the host and not automatic entry direct into the call.
5. The date and time must be reasonable. Too late at night or too early in the day or during school hours, unless the school has given permission to hold the call in the classroom, will not be acceptable as this limits participation resulting in exclusion of children.
6. Only the first name of the child or just the first initials should be on show. Again, this is up to the parent or carer. This requirement should be notified in advance and included in the online call joining details email.

On the call

1. Etiquette should be explained and observed at the start of the call:
 - a. Explain the expected behaviour of anyone on the call. No swearing, no impolite gestures, no bullying and no interrupting.
 - b. Assure the participants that the call is about a particular topic, who you are and why you are there.
 - c. Check all callers have a parent/responsible adult with them. If they do not, the call with that particular person cannot continue and must be disconnected. The parent/responsible adult should make themselves known to the host at the start of the call and it should not be left to the child to confirm that a parent/responsible adult is present.
 - d. Participants should be advised to use the 'hands up' function on the video conference call. This is present on Zoom and enables the presenter to see if someone has a query. The presenter can unmute the person and allow them to speak.
 - e. Ask if any participants intend to take screen shots. This can only be done with the full permission of everyone present and for a reasonable purpose. Ask why, and ask what will be done with the images and how long they will be stored for. If people do not agree to having their picture taken, the options are to switch off their cameras or you can say no to any picture being taken.
2. Your presentation:
 - a. Ensure your background is tidy. There should not be any inappropriate material e.g. alcohol, cigarettes, pictures depicting violence, books of an adult nature, ornaments which represent violence etc, on display.
 - b. You must dress modestly and smartly. Any other people in your home who are likely to appear on the video must also dress and behave in an appropriate manner.
3. Have a second adult on the call with you. This could be a nominated Rotary member or a parent.
4. There is a text function on Zoom whereby people can pose questions to all those present or just to individuals. This should only be used in the 'everyone' function. There **must not** be any direct messages to individuals.
5. Be happy! This call should be engaging and enjoyable for all.

Ending the call

1. Thank everyone for their attendance and offer a final opportunity for participants to use the text to all function to send a question.
2. The host and the second adult should stay on the call until all other callers have gone. This prevents the host being left alone with a child or vulnerable person.

Concerns about the young people or vulnerable adults

If you have concerns for the health and safety of a young person on the call, please refer back to the Rotary GB&I Safeguarding Policy and Procedure. You may have:

1. Observed some concerning behaviour on the call.
2. Heard inappropriate comments.
3. Spotted that the participant is trying to tell you that something is wrong.

Do not

1. Connect with young people or vulnerable adults directly via email, text, social media or any other communication method. All contact must be through the parents and carers and within the context of Rotary service.
2. Accept friendship requests from children or vulnerable adults.
3. Make personal comments about the participants on the call. You must maintain a professional demeanor that is appropriate for the age and abilities of the participants.
4. Swear, talk about contentious topics, talk about subjects which are not relevant to the call.
5. Ask for any personal details or arrange to meet the participants on their own, even through a video call. Every contact must be through parents and carers who must be on the call or provide a responsible adult.

And finally

When your call is finished, please inform your president and club safeguarding officer. They will want to know if everything went smoothly.