

## ACA Young Supporters Group

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Role: Development Officer

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### Description of Activity

The ACA Young Supporters group will meet monthly on Zoom throughout 2021. Communication between meetings will take place over email. This risk assessment takes into consideration privacy, safeguarding and potential accident issues surrounding young people (referred to as participants from herein) accessing sessions from their own homes.

**PLEASE NOTE:** This document covers specific safeguarding issues associated with working online. It should be used in conjunction with our Code of Conduct and General Safeguarding Policy.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	 Action by who?		
<b>Inappropriate Behaviour and/or clothing</b> This includes language that may be used by members or by others in their households	<ul style="list-style-type: none"> <li>- Participants</li> <li>- ACA Team</li> </ul>	<ol style="list-style-type: none"> <li>1. Ground rules are circulated before each session, with a verbal reminder at the beginning of each session.</li> <li>2. The host is able to mute the session, and participants will be asked to stay on mute when they are not speaking.</li> <li>3. The host is able to remove the video function from participants if necessary.</li> <li>4. Should anyone be dressed inappropriately (or behave inappropriately), the same procedures will apply.</li> <li>5. As Host, ACA is able to remove anyone from the Zoom session should inappropriate behavior continue.</li> </ol>	<ul style="list-style-type: none"> <li>- Participants will be asked to sign a Code of Conduct, which includes a commitment to behave respectfully towards everyone in the session.</li> </ul>			
<b>Non-members attending Zoom</b> Potential risk of the Zoom session links being shared by people who are not in the ACA Young Supporters Group	<ul style="list-style-type: none"> <li>- Participants</li> <li>- ACA Team</li> </ul>	<ol style="list-style-type: none"> <li>1. ACA has a paid subscription to Zoom which allows us to access the 'waiting room' function and prevent strangers from entering.</li> <li>2. As Host, ACA is able to remove anyone from the Zoom session.</li> </ol>	<ul style="list-style-type: none"> <li>- Participants are requested not to share Zoom details, and to store them on a password-protected device.</li> <li>- Participants will be asked to set their Zoom name to their first name, so that they can be identified when joining the session. Participants are asked not to include their surname in their Zoom name, for safeguarding reasons.</li> </ul>			
<b>Disclosure &amp; Additional Safeguarding</b> Potential risk of someone sharing something in the group or of something being overheard that causes alarm	<ul style="list-style-type: none"> <li>- Participants</li> <li>- ACA Team</li> </ul>	<ol style="list-style-type: none"> <li>1. Procedures in our safeguarding policy apply.</li> <li>2. If a disclosure takes place during the session, then it will be dealt with sensitively by:               <ul style="list-style-type: none"> <li>- Asking the person involved if they would like to chat about it privately with the ACA safeguarding officer.</li> <li>- If yes, a call will be made and they will be contacted by the safeguarding officer.</li> <li>- A conversation will then take place with the rest of the group, reminding them of sensitivity and confidentiality.</li> <li>- If no, then a follow-up call / message will be made after the session to ensure their well-being and signposting them to services that can support.</li> <li>- If the disclosure is such that the young person is in immediate danger, emergency services will be called.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>- Zoom ground rules are given at the beginning of every session, including reminders not to take mobile phones with them into private spaces (for example, the bathroom).</li> <li>- The chat feature will be monitored by one of the staff members during the session.</li> <li>- Our Online Safeguarding Officer will ensure people are angling phones/laptops in appropriate positions.</li> <li>- No sessions will be recorded.</li> <li>- Participants will be reminded at the beginning of each session not to post on social media without full consent from the group.</li> <li>- Participants have been asked not to film, take screenshots or photos, or record sessions unless prior permission is granted.</li> </ul>			

			<ul style="list-style-type: none"> <li>- Only written records of the sessions will be shared – and only with the consent of all participants. No video or images from the sessions will be shared.</li> </ul>			
<b>Risk of inappropriate communication with ACA Team</b>	<ul style="list-style-type: none"> <li>- ACA Team</li> </ul>	<ol style="list-style-type: none"> <li>1. Only the Safeguarding Officer and Online Safeguarding Officer will be able to access the emergency contact list. In the event of an urgent phone call, numbers must be withheld.</li> <li>2. The ability to send a private message to someone in the chat will be switched off.</li> </ol>	<ul style="list-style-type: none"> <li>- Communication is only permitted via email, except in emergencies.</li> <li>- The ACA Team will use their childrensartsorg.uk email addresses for all communications.</li> </ul>			
<b>Risk of inappropriate communication between participants</b>	<ul style="list-style-type: none"> <li>- Participants</li> </ul>	<ol style="list-style-type: none"> <li>1. The ability to send a private message to someone in the chat will be switched off.</li> <li>2. Participant email addresses will not be shared.</li> <li>3. Participant surnames will not be shared / used in their Zoom names.</li> <li>4. At least one ACA Team Member will be present in any breakout room.</li> </ol>	<ul style="list-style-type: none"> <li>- Emails <b>must</b> be sent bcc and not cc.</li> <li>- ACA will provide an online space for participants to collaborate between sessions that can be monitored by an ACA Team Member (not email).</li> </ul>			
<b>Injury / Medical Emergency</b> Risk of someone needing support during a session including personal medical reasons	<ul style="list-style-type: none"> <li>- Participants</li> <li>- ACA Team</li> </ul>	<ol style="list-style-type: none"> <li>1. Emergency contact details are kept for all members by the Safeguarding Officer and the Online Safeguarding Officer.</li> <li>2. Where individual support is needed, a phone call directly to the participant will take place.</li> <li>3. In extreme circumstances, the emergency services will be called to assist.</li> </ol>				
<b>Computer Use</b> Back Injury, RSI, too much screen use could have an impact with regards headaches etc	<ul style="list-style-type: none"> <li>- ACA Team</li> <li>- Participants</li> </ul>	<ol style="list-style-type: none"> <li>1. Whilst taking part everyone is encouraged to adopt a comfortable position and be mindful of their posture.</li> <li>2. Be mindful of over usage of mouse or the way in which a phone or tablet is being held.</li> </ol>	<ul style="list-style-type: none"> <li>- Zoom sessions will be limited to 90 minutes, with a short comfort break at the halfway mark.</li> <li>- Participants will be encouraged to request additional breaks if required.</li> </ul>			
<b>Wifi Dropping Out</b> Host leaving the session	<ul style="list-style-type: none"> <li>- Participants</li> </ul>	<ol style="list-style-type: none"> <li>1. No less than 2 ACA team-members attending the sessions.</li> <li>2. At least two team members to have the username and password for ACA Zoom account so that the back-up team member can log-in in the case of emergency.</li> <li>3. Ability to pass 'host' over to another team member.</li> </ol>	<ul style="list-style-type: none"> <li>- Participants informed of protocol should 'host' drop out or freeze i.e. other staff will monitor &amp; support or to just 'wait' until admin re-signs in</li> </ul>			
<b>Access issues for participants</b>	<ul style="list-style-type: none"> <li>- Participants</li> </ul>	<ol style="list-style-type: none"> <li>1. If a participant is having issues with connectivity or technology, they should first ask their responsible adult to assist, and failing that, an ACA Team Member can contact them using their Emergency Contact Details (number must be withheld).</li> <li>2. If a participant has access needs, for example captioning / BSL they should aim to inform ACA at least 48 hours before the meeting. If this is not possible, we may not be able to provide the required support.</li> </ol>				