

**Horniman Museum and Gardens**

**Online Safety Policy Statement**

**for Formal Learning**

Horniman Museum and Gardens offers virtual schools workshops taught through Zoom. The details within this policy statement apply to all Horniman Museum and Gardens staff as well as participating teachers, school staff, parents, carers, children, young people, and adults at risk involved in online learning activities created and run by Horniman Museum and Gardens.

This policy should be read alongside [Horniman Museum and Gardens Safeguarding Policy](https://www.horniman.ac.uk/wp-content/uploads/2020/02/horniman-safeguarding-policy-statement.pdf).

**The purpose of this policy statement is to:**

• Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet

• Provide staff and volunteers with the principles that guide our approach to online safety

• Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

**The Horniman will seek to keep children and young people safe in virtual workshops by:**

• Appointing a designated safeguarding lead

• Providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults

• Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others

• Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person

• Reviewing and updating the security of our information systems regularly

• Ensuring that user names, logins, email accounts and passwords are used effectively

• Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate

• Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given

• Providing supervision, support and training for staff and volunteers about online safety

• Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

**We require you as the group leader to take all possible steps to ensure the children, young people and vulnerable persons engaging with our sessions are kept safe by:**

• Supporting and encouraging the young people you work with to use the internet responsibly and shows respect for others.

• Examining the risk assessments provided about sessions and the digital platforms used and signing the online safety agreement (below) to show you are aware of these risks.

• Not recording any sessions. Any form of capturing the session is not accepted unless made by Horniman Museum and Gardens with authority given by all participants and their teachers and carers/parents in advance.

• Supplying sufficient supervision as outlined below:

At least one member of teaching staff must be in the session at all times and will facilitate communication with Horniman staff via the chat function. Pupils joining separately will not be allowed access into sessions until there is sufficient teacher or group leader supervision.

Online sessions are very different to onsite sessions so we would ask that you speak to your pupils about the differences before the session, so that they know what to expect of us, of their teacher or group leader and what is expected of them too. It also allows you to have a conversation about what to do if they encounter something they are upset by. For example:

For example:

*The workshop we are about to take part in is different to a usual museum visit, so there are some extra things to think about. When we join the session, we will be met by people who work at the museum. They will introduce themselves and be with us for the whole session. There will only be classes from our school and the museum staff in this session, no one else.*

*You will not be asked to share any personal information or reveal it to the camera so please don’t do that. If you are concerned or upset about anything you see or hear in this session or any messages that you receive tell your teacher and the session leader straight away.*

**If online abuse occurs, we will respond to it by:**

• Following the clear and robust safeguarding procedures outlined in Horniman Museum and Gardens safeguarding policy to act quickly

• Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account

• Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

**Related policies and procedures**

The platform we use has been made as safe as possible but there are still risks associated as follows:

* [Zoom and covid19](https://zoom.us/docs/en-us/covid19.html)
* [Zoom and security](https://zoom.us/security)
* [Zoom and privacy and security](https://zoom.us/docs/en-us/privacy-and-security.html)

This Policy statement was updated in March 2023 in support of our virtual learning sessions. It is a guide to ensure the protection and safety of children, young people and vulnerable persons when accessing online activities when working. Any concerns relating to this policy should be reported to the Schools team.

**Contact details**

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