

Good practice guidance for working online and 1:1 with under 18's
Avenue Community Church

Working with children online - in groups

1. Ensure you have parental consent.
2. Ensure that parents understand their responsibility to supervise their child.
3. Set ground rules in line with the principles for in-person groups.
4. Ensure that at least two adults are present in the group.
5. If possible, disable chat functionality, if not ensure that chat is monitored.
6. Enable waiting room functionality and don't admit children into the main room until at least 2 adults are present.
7. Ensure that at least 2 adults remain in the room until the last child has left.
8. Maintain registers in the usual manner including a record of adults present.
9. Ensure that children know what to do if anything is happening that makes them feel uncomfortable or if they need to talk to an adult about anything.
10. Monitor activity to ensure that no bullying is taking place.
11. Ensure that if breakout rooms are being used, appropriate measures are in place.
12. Act in accordance with the code of conduct

* As always, thorough risk assessments should be developed and implemented & reviewed.

Working with people under 18 – One to One 1:1 online

1. Where possible ensure that at least 2 adults are present.
 - a. This does not mean that both adults have to be active participants in the discussion, e.g., an observer could have their camera and microphone switched off and their name allocated as "safeguarding".
 - b. If the parent is present, a further adult is not required.
2. And their sole purpose is to monitor the conversation.
3. Ensure you have parental consent.
4. Ensure that parents understand their responsibility to supervise their child.
5. Set clear ground rules are in place.
6. Ensure that the child knows what to do if anything is happening that makes them feel uncomfortable or if they need to talk to an adult about anything.
7. Keep record of all 1:1 meetings including date, what platform was used and who was present.
8. Act in accordance with the code of conduct

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Working with people under 18 – One to One 1:1

1. Where possible ensure that at least 2 adults are present.
 - a. Where greater confidentiality is required, ensure that other adults are around and that the door is left open allowing line of sight into the room.
2. Ensure you have parental consent.
3. Set and ensure clear ground rules are in place.
4. Ensure that the child knows what to do if anything is happening that makes them feel uncomfortable or if they need to talk to an adult about anything.
5. Keep record of all 1:1 meetings including date, venue and who was present
6. Act in accordance set in the code of conduct.

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